

Ventura County

OCCUPATIONAL OUTLOOK

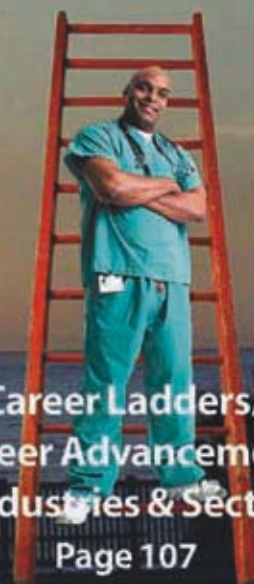
2003-2004

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Inside of Front Cover

COUNTY OF VENTURA, HUMAN SERVICES AGENCY,
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VENTURA COUNTY



Occupational Outlook 2003–2004

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California Career Resource Network

<http://www.californiacareers.info>

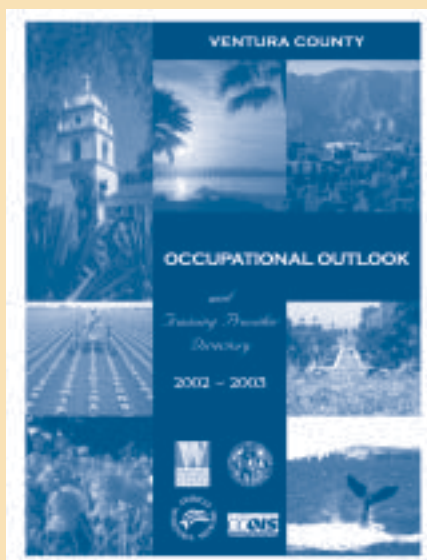
A product of



BIOTECHNOLOGY
A demand industry

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This year's Occupational Outlook Report, as well as Occupational Outlook 2002-2003, can be found on the CD inserted in the back cover of this report.



CREDITS

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ACKNOWLEDGMENTS

The Ventura County CCOIS group would like to acknowledge and thank the Ventura County Board of Supervisors and Workforce Investment Board for sponsoring the Ventura County Occupational Outlook Report.

Sincere thanks to: Evonne Chala, a dedicated telephone technician and proof reader for the past 7 years; Mary Williamson, for her accurate data entry, telephone technician support and proof reading for the past 4 years; and Maria Seames, EDD/LMID Site Analyst for her support and assistance.

Gratitude goes to the following in the County of Ventura Business & Employment Services Department for their support and commendation of the CCOIS project: Bruce Stenslie, Director/WIB Director; Amy Fonzo, Deputy Workforce Area Director/WIB Deputy Director.

Special thanks to Mary Pat Huxley, Director State Biotechnologies Initiative Economic & Workforce Development Program, for reviewing and contributing to the Biotechnology section of this report.

OCCUPATIONS EXPECTED TO GROW – Page 68, 69

*Computer-Controlled Machine
Tool Operators*

Financial Managers

*Fitness Trainers and Aerobics
Instructors*

Graphic Designers

Marketing Managers

*Network & Computer Systems
Administrators*

Pharmacy Technicians

Respiratory Therapists

Teacher Assistants

Truck Drivers, Heavy

SPECIAL FEATURE

CAREER LADDERS & CAREER ADVANCEMENTS

These two sections can serve as a potential basis for workforce investment partners and employers considering career ladders as part of their strategy for developing and retaining a skilled workforce.

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VISION

Our Board Vision anticipates a dynamic community with a richly diversified economy attractive to both businesses who create and sustain jobs, as well as individuals who bring knowledge and skills to those jobs.

MISSION

The Board Mission is that we lead with other community partners in preparing knowledgeable and skilled people for today's and tomorrow's work as determined by the needs of local business and industry, and in assuring our community's capacity to prepare this future work force.



**"BUILDING OUR FUTURE
WORKFORCE"**



Ventura County WORKFORCE INVESTMENT BOARD

WORKFORCE INVESTMENT BOARD

The *Occupational Outlook 2003-2004* is sponsored by the Workforce Investment Board (WIB) of Ventura County. Appointed by the Ventura County Board of Supervisors, the Workforce Investment Board provides leadership and guidance to the Ventura County Workforce Investment Network (WIN). This Network, led by the Job & Career Centers, is the greater assembly of partners and services collectively dedicated to the advancement of the Ventura County workforce. It is the role of the Workforce Board to create public and private partnerships that help us "Build our Future Workforce."

In the past year the Workforce Board has advanced our knowledge of our local workforce environment through a series of top-notch documents, most notably through a national ground-breaking publication and our area's first *State of the Workforce Report*. The Board followed up on that success through a study titled *Self-Sufficiency and the Low-Wage Worker*. A new WIB study, "*Challenges and Choices*", released in January 2004, compares education and training requirements for local jobs with education and skill levels of local workers.

With this critical information, and working with the Board's leadership, we are better able to guide our public and private investments toward building Ventura County as a community with both the most well-qualified workers and the best employment opportunities, including a growing number of high-wage jobs.

The WIB oversees the development, coordination and implementation of a training system dedicated to ensuring that training is for jobs that are in demand and for the high-skill, high-wage jobs of the future. The WIB exercises leadership in five broad areas:

- To ensure that training opportunities are accessible through a streamlined one-stop delivery system that is responsive to the needs of all local job seekers;
- To ensure that the training system satisfies the needs of local employers, both large and small, and that the system is market and employer demand driven;
- To promote, establish and coordinate youth development, education and training opportunities, particularly for economically disadvantaged youth;
- To develop and maintain a partnership between leaders in business, economic development, education and government that effectively addresses local labor needs and contributes to the economic well being of the community; and
- To ensure that the local employment and training system is guided by rigorous standards of performance accountability in such areas as customer satisfaction, rates of job placement, job retention and earnings.

WORKFORCE INVESTMENT NETWORK

Bruce Stenslie, Director

Amy Fonzo, Deputy Director

The Workforce Investment Network (WIN) marked its third year of service to the Ventura County community. With federal, state and county funding, and the participation of a variety of local service providers and businesses, we are quickly establishing the Network as a valuable resource for local youth, adults, and employers.

Seven Job & Career Centers, one satellite office, and the Youth Council continue to link the services of local organizations toward a universally-accessible system of information, education and training for employers, employees, students, and out-of-school youth. All of the network's programs have created successful links between job seekers and business to ensure that the available services are relevant to the needs of the community.



The Workforce Investment Network ensures employment opportunities for job seekers, a qualified and available workforce for businesses, and a strong and vital economy for Ventura County.

YOUTH SERVICES OF VENTURA COUNTY

Amy Fonzo, Workforce Area Deputy Director

Frank Ramirez, Youth Services Manager

Youth Services is offered through the Ventura County Workforce Investment Network, under the direction of the Workforce Investment Board Youth Council and the County of Ventura Workforce Administration. Youth Services encompasses a one-stop delivery approach and connects youth, ages 14 to 21, to a variety of programs designed to help them obtain the education and training they need for a variety of careers. The programs are designed to integrate work experience and to enhance learning through meaningful education and exposure.

Youth Services offers workshops, job placement, on-the-job training, and programs through the Superintendent of Schools and other contractors. The Job & Career Centers provide access to computers, self assessment programs, and information on technical or vocational schools. A key component of Youth Services is to advance our local business/education partnerships, creating opportunities that improve the preparation of youth for work and life-long learning.

The Workforce Investment Network helps youth complete their education, prepare for employment, and gain work experience. For additional information visit the Youth Council section at the WIB web site.

WORKFORCE ADVOCACY

On January 22, 2004, the Workforce Investment Board adopted a White Paper on Workforce Advocacy, setting out specific priorities and recommendations for a reform and advocacy agenda. The elements of the agenda focus on two fundamental areas of reform:

- **Business Climate:** Business climate improvement that drives and sustains quality job creation and retention; support targeted strategies to reduce the high cost of doing business and stop job loss.
- **Educational Reforms:** Focus on the advancement of business/education partnerships supporting reforms that improve the preparation of youth for work and life-long learning.

The workforce agenda addresses both short and long-term needs and promotes reform both in the way we prepare our workforce for high-wage jobs and in the way we support job creation.

WIB web site:

<http://www.wib.ventura.org>



ONE-STOP DELIVERY SYSTEM

The Ventura County Job & Career Centers benefit directly from the contributions of no fewer than 15 separate public and private partnerships. An essential partnership in the leadership of the Job & Career Center System is the One-Stop Operator's Consortium, consisting of the *Ventura County Business & Employment Services Department*, the *Employment Development Department*, and the *Ventura County Superintendent of Schools*.

Important principles guiding the One-Stop Service delivery system include a dedication to customer service, an orientation always to positive outcomes, and service implementation through innovative and effective practices.

BUSINESS & EMPLOYMENT SERVICES DEPARTMENT

Bruce Stenslie, Director
Tom Nikirk, Deputy Director
Lauri Flack, Deputy Director

The Ventura County Business & Employment Services Department (BESD), which provides professional staffing for the Job & Career Centers, provides a wide variety of services to job seekers and employers. This Department also serves as the business manager of the one-stop system.

As a partner within the Workforce Investment Network, sponsored by the Workforce Investment Board, the Business & Employment Services Department (BESD) educates businesses about the importance of developing a trained workforce and paying a "self-sufficiency" wage. Bridging the barrier between work and education and training, the BESD assists individuals, via the One-Stop System, in attaining independence through comprehensive services, thereby strengthening Ventura County's workforce.



"BUILDING OUR
FUTURE
WORKFORCE"



CALJOBS – INTERNET SERVICE AVAILABLE AT THE JOB & CAREER CENTERS
<http://www.caljobs.ca.gov>



EMPLOYMENT DEVELOPMENT DEPARTMENT

Linda Dever, Job Service Manager
Annette Havens, Regional Manager

An essential partnership in managing the direction of the Job & Career Centers is offered by the local Job Service Office of the State Employment Development Department (EDD).

CalJOBS is a no-fee Internet service provided by the EDD, linking employers and job seekers with electronic job listings and resumés. Job orders entered in CalJOBS are immediately visible throughout the state of California.

Jobseekers may search for jobs and may enter their resumés to be viewed by prospective employers. Free access to CalJOBS is available at local Job & Career offices.

Employers may register, list their job openings, and search for resumés from their own computers or they may request assistance from EDD or Job & Career Center staff. Labor market information and assistance in screening and certifying applicants for employer's tax credits is also available.

VENTURA COUNTY SUPERINTENDENT OF SCHOOLS OFFICE

Dr. Charles Weis, County Superintendent of Schools
Jim Compton, Asst. Superintendent Student Programs & Services

The Superintendent's participation in managing the Job & Career Centers assures a continuing linkage to schools and helps focus on the connections of school-based and work-based learning. A critically important element of this agenda is the Superintendent's management of the Ventura County School-to-Career Network. Some of the key goals of School-to-Career are to improve students' academic achievement, instill commitment to life-long learning, and establish the foundations for skills that are essential in today's workplace.

REGIONAL JOB & CAREER CENTERS

An array of one-stop services are offered through seven Job & Career Centers (JCC) and one satellite office, located throughout Ventura County. Serving over 6,000 new visitors each month, the Job & Career Centers offer resources to assist employers, job seekers, and youth as well as address barriers to employment, such as child-care and transportation. Other information on the labor market, current job listings, job-preparedness workshops, placement assistance and on-the-job training also assist numerous job seekers in obtaining education and training to enhance their job skills and/or establish a career ladder.

East County Job & Career Center

980 Enchanted Way, Suite 105, Simi Valley, CA 93065
(805) 955-2282 Fax (805) 955-2233

West Oxnard Job & Career Center

635 South Ventura Road, Oxnard, CA 93030
(805) 382-6559 Fax (805) 382-6562

Downtown Oxnard Job & Career Center

200 West Fifth Street, Oxnard, CA 93030
(805) 240-7000 Fax (805) 240-7010

Oxnard College Job & Career Center

4000 South Rose Avenue, Oxnard, CA 93033
(805) 986-7300 Fax (805) 986-7332

Ventura College Job & Career Center

4274 Telegraph Road, Ventura, CA 93003
(805) 477-2000 Fax (805) 477-2051

Santa Clara Valley Job & Career Center

725 East Main Street, Suite 101, Santa Paula, CA 93060
(805) 933-8300 Fax (805) 933-8362

West Ventura Job & Career Center

701 E. Santa Clara Street, Ventura, CA 93001
(805) 585-6400 Fax (805) 585-6424

Thousand Oaks Job & Career Satellite Office

1423 E. Thousand Oaks Blvd., Ste. 100
Thousand Oaks, CA 91360
(805) 374-9006 Fax (805) 374-9556

JOB SEEKER SERVICES

☛ **Universal Access** – Job & Career Centers are equipped with the latest electronic technology to access labor market information and current job listings. Orientation to program services help review your job status and develop a training and employment action plan. Universal Access services are available to anyone who visits the Centers.

☛ **Intensive Services** – These services include career assessment, counseling services, life skills workshops, resumé writing, and placement assistance.

☛ **Training Services** – Vocational classroom instruction provided to adults in need of occupational training, on-the-job training provided by employers on-site, customized training with employers in a targeted occupation, and youth educational training programs.

☛ **California Work Opportunity and Responsibility to Kids (CalWORKs)** – A State-mandated program to help adults receiving welfare become employed and their families become financially self supporting.

EMPLOYER SERVICES

☛ **Business Resources** – Resource referral is available to help start or grow your business from your initial business plan to acquiring capital for expansion.

☛ **Tax Benefits** – You can save money when you hire certain jobseekers eligible for the Work Opportunity or the Welfare-to-Work Tax Credit Programs.

☛ **Out-Placement Service** – The Rapid Response team assists employers and employees affected by job loss and business closure. We identify resources to help retain your business and provide orientations to assist dislocated workers in getting a new job.

☛ **Employee Training** – Eligible current and future employees can receive training to be more productive as your business grows. Employee site-based training and off-site classroom training is available.

☛ **Job Listing** – Job openings can be listed directly on the Internet database called CalJOBS (see web site on the previous page.) You can review resumés and locate qualified applicants.

<http://www.jobs.ventura.org/jcc.php>



Welcome to Occupational Outlook 2003–2004!

INTRODUCTION

The information presented in this Occupational Outlook Report (OOR) was collected and analyzed through a cooperative partnership between the County of Ventura offices of Workforce Administration and the Business & Employment Services Department, the Workforce Investment Board, and the Labor Market Information Division (LMID) of the California Employment Development Department (EDD). This partnership is known as the California Cooperative Occupational Information System (CCOIS).

The CCOIS was initiated in 1986. By 1996, the program was being conducted for all 58 counties in California and was the first year Ventura County participated in the CCOIS process.

Information in the Occupational Summaries portion of this report applies specifically to Ventura County. Local users of occupational information participated in the selection of the 25 occupations. This ensures that the report focus is on those occupations that are most important to the local community.

The data for the 25 occupations contained in this report were collected from June 4, 2003, through November 11, 2003. Data for 75 occupations surveyed in the previous three years are contained in Occupational Outlook 2002–2003. This report is located on the CD inserted in the back cover of this report.

The research methods used to collect this information were designed and followed with the intention of collecting accurate and unbiased data. EDD provides technical and financial assistance to the Local Partners and the program is administered by LMID, whose extensive data base has been made available to the project. Confidentiality of data is protected by all participating staff signing a CCOIS confidentiality agreement.

REPORT USES

The purpose of this report is to provide information for labor market decisions, including personnel management, career counseling and selection, and vocational training program planning. The results in this report should also help to improve the match between Ventura County employers' labor needs and the skills of the job applicants. Some possible uses are listed below.

Career Decisions: Career counselors and job seekers can make informed occupational choices based on skills, abilities, interests, education, and personal needs. The localized information is easy to read and includes employer requirements and preferences, wages, labor demand, and sources of employment and training.

Program Planning: This report provides local planners and administrators with employment, training, and placement data, as well as occupational size and expected growth rates. Program planners can use this data to evaluate, improve, and eliminate programs, or to plan new programs.

Curriculum Design: Training providers can assess and update their curriculum based on current employer needs and projected trends.

Economic Development: Local government agencies and economic development organizations will find information on the labor pool, such as occupational size, expected growth rates, and wages, useful in determining the potential for business growth and development in Ventura County's labor market area.

Program Marketing: Training providers can effectively market their programs by informing students, employers, and others that the chances for job placement are much greater because their training programs are developed using reliable local occupational data.

Human Resource Management: Small business owners and large corporate human resource directors alike can use this report to help determine competitive wages and benefits, improve their recruitment methods, and assess the availability of qualified workers for business relocation or expansion purposes.

The purpose of this report is to provide information for labor market decisions, including personnel management, career counseling and selection, and vocational training program planning.



Ventura County

ACKNOWLEDGMENT

On behalf of the Ventura County Workforce Investment Board, we would like to express our gratitude to the many employers, training providers, and educational institutions throughout the county that contributed their valuable time and information to this Occupational Outlook Report.



CCOIS OCCUPATIONS

Surveyed in 2003

The California Cooperative

CCOIS

Occupational Information System

Please refer to Definitions and Terminology, pages 63 to 65, for an accurate reading of these summaries.

Computer-Controlled Machine Tool Operators, Metal and Plastic

Employers Responded: 18 • Employees Covered: 159

Operate computer-controlled machines or robots to perform one or more machine functions on metal or plastic work pieces.

Other common job titles: Computer Numeric Controlled (CNC) Operators, Computer Controlled Machine Operator

WAGES AND BENEFITS

WAGES	RANGE	MEDIAN
New hires, no experience	\$8.00 to \$13.00	\$10.00
New hires, experienced	\$8.60 to \$18.00	\$11.97
Three years with firm	\$10.10 to \$21.00	\$15.05

BENEFITS	Employer Pays All	Share Cost	Employee Pays All
Medical Insurance	17%	61%	6%
Dental Insurance	11%	39%	28%
Vision Insurance	11%	11%	22%
Life Insurance	28%	17%	11%
Sick Leave	61%	0%	0%
Vacation	94%	0%	0%
Retirement Plan	6%	11%	11%
Child Care	0%	0%	0%
401K	0%	33%	6%

WHERE THE JOBS ARE

Miscellaneous Industrial and Commercial Machinery and Equipment
Motor Vehicles and Motor Vehicle Equipment
Miscellaneous Fabricated Metal Products

SIZE OF OCCUPATION

EDD estimated occupation size 2001–2008:
Small (240–290)

Gender ratio as reported by responding employers:
Male – 97% Female – 3%

OTHER INFORMATION

- Almost all responding employers (94%) reported that wages *are not* subject to collective bargaining or union agreements.
- Almost all employees (98%) work full-time, 41 hours per week weighted average.
- Shifts worked: Day – 100% Swing – 28%
Graveyard – 6%
- Most responding employers (67%) promote their employees to higher level positions.
- Skills important for career advancement: CNC programming, ability to learn on-the-job, leadership/supervisory skills, machine set-up skills, product knowledge, and communication skills.

SUPPLY AND DEMAND

DEGREE OF DIFFICULTY IN FINDING QUALIFIED APPLICANTS

	Very Difficult	Moderately Difficult	Not Difficult
Experienced	○	●	○
Inexperienced	○	●	○

Employer demand is somewhat greater than the supply of qualified experienced and inexperienced applicants. Employers may have some difficulty finding qualified applicants at times and applicants may find little competition in their job search.

HIRED IN THE PAST 12 MONTHS: 26 (8 firms)

SOURCE OF FILLED VACANCIES

New positions 77%
Employees leaving 15%
Promotions 8%

PRIMARY RECRUITMENT METHODS

Employee referrals 56%
Newspaper ads 56%
In-house promotions or transfers 39%
Employment Development Department 28%

EMPLOYER REQUIREMENTS**EXPERIENCE**

REQUIRED – 72% **PREFERRED – 28%** **NOT REQUIRED – 0%**

Required or preferred experience in this occupation ranges from 6 to 60 months or an average of 23 months. Other acceptable experience listed by responding employers includes machine operator. Many of these employers (44%) will accept training as a substitute for experience.

TECHNICAL/VOCATIONAL TRAINING OR CERTIFICATION

REQUIRED – 6% **PREFERRED – 28%** **NOT REQUIRED – 66%**

Required or preferred training ranges from 6 to 12 months or an average of 11 months. Training includes Computer Numerical Controlled (CNC) machine operator program.

MINIMUM LEVEL OF EDUCATION REQUIRED

High School
or Equivalent
83%

Less than
High School
17%

**DESIRED COMPUTER SOFTWARE SKILLS**

Of the 18 responding employers, the following seek these skills:

- Word Processing (6%)
- Spreadsheet (6%)
- Other (56%) – Computer Controlled Numerical (CNC) machine programs, CAD, CAM, and MasterCAM

ADDITIONAL RESOURCES

- *Employment Development Department, California Labor Market Information – Occupational Guide, No. 9* (<http://www.calmis.ca.gov>)
- *O*Net* (<http://online.onetcenter.org>)
- *U.S. Department of Labor Occupational Outlook Handbook, 2002–2003 edition* (<http://www.bls.gov/oco>)

IMPORTANT JOB QUALIFICATIONS AND SKILLS**TECHNICAL**

- Adhere to safety procedures
- Apply basic math (arithmetic, ratios, proportions and conversions)
- Apply intermediate technical math (algebra, geometry, number sequences)
- Apply metal forming and shaping processes
- Apply quality assurance techniques
- Coordinate production materials and processes
- Estimate time needed for project
- Maintain computerized machines and equipment
- Monitor computerized or robotic equipment
- Operate precision measuring tools and equipment
- Operate specialized metal shaping machines
- Read and understand operating manuals
- Read blueprints and technical drawings
- Read production layouts
- Read schematics and specifications
- Recognize characteristics of alloys, metals or plastics
- Set up CNC machines
- Sustain output levels of assembled items
- Trouble shoot and solve machine tool problems
- Understand manufacturing methods and techniques

PHYSICAL

- Lift and move heavy objects

PERSONAL OR OTHER

- Apply and interpret verbal instructions
- Mechanical aptitude
- Pay close attention to detail
- Work as a team member
- Work independently
- Work under pressure

PROJECTIONS**RESPONDING EMPLOYERS' TWO-YEAR PROJECTIONS**

Grow – 39% Remain Stable – 61% Decline – 0%

**EMPLOYMENT DEVELOPMENT DEPARTMENT
OCCUPATIONAL FORECAST 2001–2008****Projected job openings for 7-year period: 120**

Due to growth – 50

Due to separations – 70

Projected job growth rate for 7-year period:

20.8% (Faster than average)

Average growth rate for all occupations – 14.9%

For training providers in this occupation see the section on Training Providers by Occupation starting on page 104

Construction Laborers

Employers Responded: 16 • Employees Covered: 323

Perform tasks involving physical labor at building, highway, and heavy construction projects, tunnel and shaft excavations, and demolition sites. May operate hand and power tools of all types: air hammers, earth tampers, cement mixers, small mechanical hoists, surveying and measuring equipment, and a variety of other equipment and instruments. May clean and prepare sites, dig trenches, set braces to support the sides of excavations, erect scaffolding, clean up rubble and debris, and remove asbestos, lead, and other hazardous waste materials. May assist other craft workers.

WAGES AND BENEFITS

WAGES	RANGE	MEDIAN
New hires, no experience		
Union	\$11.50 to \$20.10	\$17.87
Non-union	\$7.00 to \$14.00	\$11.00
New hires, experienced		
Union	\$20.00 to \$20.10	\$20.10
Non-union	\$8.00 to \$20.00	\$15.00
Three years with firm		
Union	\$21.00 to \$23.10	\$23.00
Non-Union	\$8.50 to \$26.00	\$17.50

BENEFITS	Employer Pays All	Share Cost	Employee Pays All
Medical Insurance	69%	13%	0%
Dental Insurance	56%	0%	0%
Vision Insurance	50%	0%	0%
Life Insurance	50%	0%	0%
Sick Leave	31%	0%	0%
Vacation	69%	0%	0%
Retirement Plan	75%	6%	0%
Child Care	0%	0%	0%
401K	0%	6%	0%

SUPPLY AND DEMAND

DEGREE OF DIFFICULTY IN FINDING QUALIFIED APPLICANTS

	Very Difficult	Moderately Difficult	Not Difficult
Experienced	○	○	●
Inexperienced	○	●	○

Many responding employers, who recruit through union hall referrals, reported the supply of qualified experienced applicants is considerably greater than demand, creating a very competitive job market for job applicants. Employer demand is somewhat greater than the supply of "qualified" inexperienced applicants. Employers may have some difficulty finding qualified applicants at times and applicants may find little competition in their job search.

WHERE THE JOBS ARE

General Building Contractors – Nonresidential Buildings

Highways and Street Construction, Except Elevated Highways

Heavy Construction, Except Highway and Street Construction

SIZE OF OCCUPATION

EDD estimated occupation size 2001–2008:
Very large (2,080–2,440)

Gender ratio as reported by responding employers:
Male – 100%

OTHER INFORMATION

- Many responding employers (56%) reported that wages *are* subject to collective bargaining or union agreements.
- Almost all employees (97%) work full-time, 40 hours per week weighted average.
- Shifts worked: Day – 100%
- Almost all employers (94%) promote their employees to higher level positions.
- Skills important for career advancement: Supervisory/leadership skills, ability to operate equipment, communication skills, ability to read blueprints and plans, job knowledge, and apprenticeship training.

HIRED IN THE PAST 12 MONTHS: 81 (13 firms)

SOURCE OF FILLED VACANCIES

New positions	30%
Employees leaving	27%
Temporary, on call, or seasonal positions	25%
Promotions	18%

PRIMARY RECRUITMENT METHODS

Employee referrals	63%
Walk-in applicants	56%
Union Hall referrals	50%

EMPLOYER REQUIREMENTS

EXPERIENCE

REQUIRED – 31% **PREFERRED – 56%** **NOT REQUIRED – 13%**

Required or preferred experience in this occupation ranges from 1 to 24 months or an average of 11 months. Other acceptable experience listed by responding employers includes other construction positions. Some of these employers (36%) will accept training as a substitute for experience.

TECHNICAL/VOCATIONAL TRAINING OR CERTIFICATION

REQUIRED – 13% **PREFERRED – 6%** **NOT REQUIRED – 81%**

Required or preferred training ranges from 12 to 24 months or an average of 16 months. Training includes apprenticeship program.

MINIMUM LEVEL OF EDUCATION REQUIRED

High School
or Equivalent
37%

Less than
High School
63%



DESIRED COMPUTER SOFTWARE SKILLS

Of the 16 responding employers, the following seek these skills:

- Spreadsheet (6%)

IMPORTANT JOB QUALIFICATIONS AND SKILLS

TECHNICAL

- Adhere to safety procedures
- Apply basic math (arithmetic, ratios, proportions and conversions)
- Cut, fit and join construction materials
- Operate jackhammer
- Operate power construction equipment
- Read tape measure
- Use dollies, hand trucks or wheelbarrows
- Use hand/power tools

PHYSICAL

- Move and lift heavy objects

PERSONAL OR OTHER

- Apply and interpret verbal instructions
- Read and apply information
- Work as a team member
- Work independently
- Work under pressure

PROJECTIONS

RESPONDING EMPLOYERS' TWO-YEAR PROJECTIONS

Grow – 25% Remain Stable – 75% Decline – 0%

ADDITIONAL RESOURCES

- Employment Development Department, California Labor Market Information – Occupational Guide, No. 565 (<http://www.calmis.ca.gov/file/occguid/CONSTRUC.HTM>)
- O*Net (<http://online.onetcenter.org>)
- U.S. Department of Labor Occupational Outlook Handbook, 2002–2003 edition (<http://www.bls.gov/oco>)

EMPLOYMENT DEVELOPMENT DEPARTMENT
OCCUPATIONAL FORECAST 2001–2008

Projected job openings for 7-year period: 500

Due to growth – 360

Due to separations – 140

Projected job growth rate for 7-year period:

17.3% (Faster than average)

Average growth rate for all occupations – 14.9%

For training providers in this occupation see the section on Training Providers by Occupation starting on page 104

Cooks, Restaurant

Employers Responded: 15 • Employees Covered: 142

Prepare, season, and cook soups, meats, vegetables, desserts, or other foodstuffs in restaurants. May order supplies, keep records and accounts, price items on menu, or plan menu.

Does not include Short Order Cooks (SOC 352015), Fast Food Cooks (SOC 352011) or Chefs and Head Cooks (SOC 351011).

WAGES AND BENEFITS

WAGES	RANGE	MEDIAN
New hires, no experience	\$6.75 to \$9.00	\$7.50
New hires, experienced	\$7.50 to \$11.25	\$10.00
Three years with firm	\$8.00 to \$15.00	\$13.00

BENEFITS	Employer Pays All	Share Cost	Employee Pays All
Medical Insurance	0%	47%	7%
Dental Insurance	0%	40%	7%
Vision Insurance	0%	27%	7%
Life Insurance	7%	33%	7%
Sick Leave	27%	0%	0%
Vacation	60%	0%	0%
Retirement Plan	0%	20%	0%
Child Care	0%	0%	13%
401K	0%	27%	7%

WHERE THE JOBS ARE

Eating and Drinking Places

Hotel and Motels

SIZE OF OCCUPATION

EDD estimated occupation size 2001–2008:

Large (1,440–1,680)

Gender ratio as reported by responding employers:

Male – 94% Female – 6%

OTHER INFORMATION

- All responding employers reported that wages *are not* subject to collective bargaining or union agreements.
- Almost all employees (85%) work full-time, 39 hours per week weighted average. Few employees (15%) work part-time, 23 hours per week weighted average.
- Shifts worked: Day – 100% Swing – 73% Evenings – 27%
- All responding employers promote their employees to higher level positions.
- Skills important for career advancement: Supervisory/leadership skills, chef or sous chef skills, good work ethic, management skills, and multi-tasking/organizational skills.

SUPPLY AND DEMAND

DEGREE OF DIFFICULTY IN FINDING QUALIFIED APPLICANTS

	Very Difficult	Moderately Difficult	Not Difficult
Experienced	●	○	○
Inexperienced	○	●	○

Due to turnover, employer demand is considerably greater than the supply of qualified experienced applicants. Employers often cannot find qualified applicants when an opening exists and applicants encounter no competition in their job search.

Employer demand is somewhat greater than the supply of inexperienced applicants. Employers may have some difficulty finding qualified applicants at times and applicants may find little competition in their job search.

HIRED IN THE PAST 12 MONTHS: 45 (9 firms)

SOURCE OF FILLED VACANCIES

Employees leaving 89%
 Temporary, on call, or seasonal positions 7%
 Promotions 4%

PRIMARY RECRUITMENT METHODS

Employee referrals 80%
 In-house promotions or transfers 67%
 Walk-in applicants 60%

EMPLOYER REQUIREMENTS

EXPERIENCE

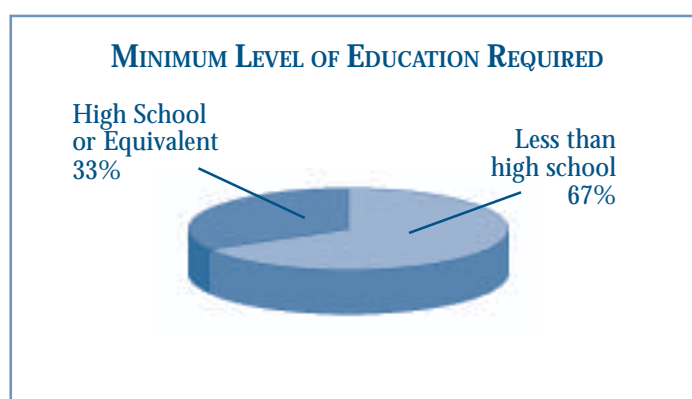
REQUIRED – 27% **PREFERRED – 66%** **NOT REQUIRED – 7%**

Required or preferred experience in this occupation ranges from 6 to 36 months or an average of 14 months. Other acceptable experience listed by responding employers includes food preparation cooks, fast food cooks, or short order cooks. Some of these employers (21%) will accept training as a substitute for experience.

TECHNICAL/VOCATIONAL TRAINING OR CERTIFICATION

REQUIRED – 0% **PREFERRED – 27%** **NOT REQUIRED – 73%**

Preferred training ranges from 6 to 24 months or an average of 14 months. Training includes culinary school.



DESIRED COMPUTER SOFTWARE SKILLS

Of the 15 responding employers, the following seek these skills:

- Spreadsheet (13%)

IMPORTANT JOB QUALIFICATIONS AND SKILLS

TECHNICAL

- Analyze menus
- Apply basic math (arithmetic, ratios, proportions and conversions)
- Apply food decorating techniques
- Apply nutritional practices
- Carve meat
- Identify cut and grade of meat
- Interpret and apply health regulations in food service
- Maintain consistent quality control
- Manage inventories and supplies
- Operate baking equipment
- Procure and store food
- Supervise food preparation
- Use inventory control procedures
- Use specialized bakery equipment

PHYSICAL

- Good eye-hand coordination
- Good sense of taste and smell
- Manual dexterity
- Stand for long periods of time

PERSONAL OR OTHER

- Apply and interpret verbal and written instructions
- Work as a team member
- Work independently
- Work under pressure

PROJECTIONS

RESPONDING EMPLOYERS' TWO-YEAR PROJECTIONS

Grow – 13% Remain Stable – 87% Decline – 0%

EMPLOYMENT DEVELOPMENT DEPARTMENT
OCCUPATIONAL FORECAST 2001–2008

Projected job openings for 7-year period: 560

Due to growth – 240

Due to separations – 320

Projected job growth rate for 7-year period:

16.7% (Faster than average)

Average growth rate for all occupations – 14.9%

ADDITIONAL RESOURCES

- Employment Development Department, California Labor Market Information – Occupational Guide, No. 93 (<http://www.calmis.ca.gov/file/occguid/COOKCHEF.HTM>)
- O*Net (<http://online.onetcenter.org>)
- U.S. Department of Labor Occupational Outlook Handbook, 2002–2003 edition (<http://www.bls.gov/oco>)

For training providers in this occupation see the section on Training Providers by Occupation starting on page 104

Electrical and Electronic Engineering Technicians

Employers Responded: 15 • Employees Covered: 499

Apply electrical and electronic theory and related knowledge, usually under the direction of engineering staff, to design, build, repair, calibrate, and modify electrical components, circuitry, controls, and machinery for subsequent evaluation and use by engineering staff in making engineering design decisions.

WAGES AND BENEFITS

WAGES	RANGE	MEDIAN
New hires, no experience	Insufficient data	
New hires, experienced	\$10.00 to \$24.25	\$18.00
Three years with firm	\$12.00 to \$25.12	\$19.18

BENEFITS	Employer Pays All	Share Cost	Employee Pays All
Medical Insurance	20%	73%	0%
Dental Insurance	13%	67%	0%
Vision Insurance	13%	53%	0%
Life Insurance	67%	27%	0%
Sick Leave	73%	0%	0%
Vacation	100%	0%	0%
Retirement Plan	27%	7%	0%
Child Care	0%	0%	7%
401K	7%	60%	13%

WHERE THE JOBS ARE

Federal Government

Electronic Components and Accessories

SIZE OF OCCUPATION

EDD estimated occupation size 2001–2008:
Large (1,290–1,350)

Gender ratio as reported by responding employers:
Male – 93% Female – 7%

OTHER INFORMATION

- Almost all responding employers (87%) reported that wages *are not* subject to collective bargaining or union agreements.
- Almost all employees (99%) work full-time, 40 hours per week weighted average.
- Shifts worked: Day – 100% Swing – 20% Graveyard – 7%
- Most responding employers (73%) promote their employees to higher level positions.
- Skills and qualifications important for career advancement: Technical skills, possession of engineering degree, product knowledge, supervisory/leadership skills, and management skills.

SUPPLY AND DEMAND

DEGREE OF DIFFICULTY IN FINDING QUALIFIED APPLICANTS

	Very Difficult	Moderately Difficult	Not Difficult
Experienced	○	●	○
Inexperienced	○	●	○

Employer demand is somewhat greater than the supply of qualified experienced and inexperienced applicants. Employers may have some difficulty finding qualified applicants at times and applicants may find little competition in their job search.

HIRED IN THE PAST 12 MONTHS: 44 (6 firms)

SOURCE OF FILLED VACANCIES

Employees leaving 55%
New positions 45%

PRIMARY RECRUITMENT METHODS

Employee referrals 73%
Internet 53%
Newspaper ads 40%
Private employment agencies 40%

EMPLOYER REQUIREMENTS

EXPERIENCE

REQUIRED – 87% **PREFERRED – 13%** **NOT REQUIRED – 0%**

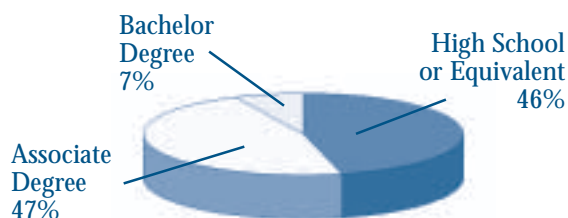
Required or preferred experience in this occupation ranges from 12 to 120 months or an average of 39 months. Many of these employers (40%) will accept training as a substitute for experience.

TECHNICAL/VOCATIONAL TRAINING OR CERTIFICATION

REQUIRED – 7% **PREFERRED – 27%** **NOT REQUIRED – 66%**

Required or preferred training ranges from 12 to 36 months or an average of 22 months. Training includes electrical and electronic engineering technical programs.

MINIMUM LEVEL OF EDUCATION REQUIRED



DESIRED COMPUTER SOFTWARE SKILLS

Of the 15 responding employers, the following seek these skills:

- Word Processing (67%)
- Spreadsheet (53%)
- Database (33%)
- Other (47%) – Industry related programs and electronic or engineering software.

ADDITIONAL RESOURCES

- *Employment Development Department, California Labor Market Information – Occupational Guide, No. 60* (<http://www.calmis.ca.gov/file/occguide/EEETECH.HTM>)
- *O*Net* (<http://online.onetcenter.org>)
- *U.S. Department of Labor Occupational Outlook Handbook, 2002–2003 edition* (<http://www.bls.gov/oco>)

IMPORTANT JOB QUALIFICATIONS AND SKILLS

TECHNICAL

- Analyze and interpret test data
- Apply advanced technical math (such as trigonometry, calculus, and statistics)
- Apply analog electronics theory
- Apply drafting and mechanical drawing knowledge and techniques
- Apply electrical or electronic engineering principles
- Apply principles of electrical and electronic circuitry
- Apply technical engineering regulations
- Interpret and apply service and repair manuals
- Interpret detailed electrical or electronic design specifications
- Maintain production and quality control equipment
- Operate electronic calibration devices
- Operate precision measuring tools and equipment
- Program computers for electronic engineering applications
- Read blueprints and technical drawings
- Read schematics and specifications
- Repair and replace electronics manufacturing equipment
- Use computers for design, drafting, modeling, and other engineering tasks
- Use digital electronics knowledge in repair work
- Use electrical and electronic test devices
- Write technical reports

PERSONAL OR OTHER

- Apply interpersonal communication techniques
- Good color perception
- Work as a team member
- Work independently
- Work under pressure

PROJECTIONS

RESPONDING EMPLOYERS' TWO-YEAR PROJECTIONS

Grow – 60% Remain Stable – 40% Decline – 0%

EMPLOYMENT DEVELOPMENT DEPARTMENT
OCCUPATIONAL FORECAST 2001–2008

Projected job openings for 7-year period: 240

Due to growth – 60

Due to separations – 180

Projected job growth rate for 7-year period:

4.7% (Slower than average)

Average growth rate for all occupations – 14.9%

For training providers in this occupation see the section on Training Providers by Occupation starting on page 104

Elementary School Teachers, Except Special Education

Employers Responded: 18 • Employees Covered: 3,352

Teach pupils in public or private schools at the elementary level basic academic, social, and other formative skills.

WAGES AND BENEFITS

WAGES	RANGE	MEDIAN
New hires, no experience		
Union	\$21.93 to \$31.22	\$24.36
Non-union	\$15.00 to \$24.05	\$17.82
New hires, experienced		
Union	\$24.66 to \$32.93	\$28.69
Non-union	\$15.28 to \$25.48	\$17.94
Three years with firm		
Union	\$26.94 to \$37.10	\$31.58
Non-union	\$15.83 to \$27.80	\$18.90

Yearly salaries were converted to an hourly wage based on the number of months or days worked in a year and on the reported base hours per week.

BENEFITS	Employer Pays All	Share Cost	Employee Pays All
Medical Insurance	72%	28%	0%
Dental Insurance	67%	28%	6%
Vision Insurance	67%	28%	6%
Life Insurance	33%	6%	6%
Sick Leave	94%	6%	0%
Vacation	28%	0%	0%
Retirement Plan	44%	39%	0%
Child Care	11%	6%	6%
401K	11%	6%	11%

SUPPLY AND DEMAND

DEGREE OF DIFFICULTY IN FINDING QUALIFIED APPLICANTS

	Very Difficult	Moderately Difficult	Not Difficult
Experienced	○	○	●
Inexperienced	○	○	●

Supply of qualified experienced and inexperienced applicants is considerably greater than demand, creating a very competitive job market for job applicants.

WHERE THE JOBS ARE

Elementary Schools

Out of 18 responding employers, 5 are private schools.

SIZE OF OCCUPATION

EDD estimated occupation size 2001–2008:
Very large (2,990–3,360)

Gender ratio as reported by responding employers:
Female – 87% Male – 13%

OTHER INFORMATION

- Most responding employers (67%) reported that wages are subject to collective bargaining or union agreements.
- Most employees (63%) work full-time, 38 hours per week weighted average. Some employees (27%) work full-time 32 hours per week weighted average. Most teachers also take continuing education courses, plan lessons, and check homework on their own time.
- Shifts worked: Day – 100%
- Most responding employers (72%) promote their employees to higher level positions.
- Skills and qualifications important for career advancement: Administrative skills, possession of Administrative Services credential, and leadership skills.

HIRED IN THE PAST 12 MONTHS: 411 (15 firms)

SOURCE OF FILLED VACANCIES

Employees leaving 57%
New positions 24%
Temporary, on call, or seasonal positions 18%
Promotions 1%

PRIMARY RECRUITMENT METHODS

Colleges/Universities 89%
Employee referrals 39%
Internet 39%
School/Program referrals 39%
Walk-in applicants 39%
Other (Job Fairs, Substitute Pool) 28%

EMPLOYER REQUIREMENTS

EXPERIENCE

REQUIRED – 11% **PREFERRED – 56%** **NOT REQUIRED – 33%**

Required or preferred experience in this occupation ranges from 6 to 60 months or an average of 16 months. Many of these employers (58%) will accept training as a substitute for experience.

TECHNICAL/VOCATIONAL TRAINING OR CERTIFICATION

REQUIRED – 33% **PREFERRED – 0%** **NOT REQUIRED – 67%**

Required training ranges from 12 to 24 months or an average of 16 months. Training includes a teaching credential program. Many public school districts will hire teachers working under provisional credentials or permits (intern or pre-intern).

MINIMUM LEVEL OF EDUCATION REQUIRED



LEGALLY MANDATED REQUIREMENTS

The California Commission on Teacher Credentialing establishes the requirements for a Preliminary and Professional Credential to teach in California public classrooms. CBEST is required of most first time applicants. See the following sources for details. — *California Occupational Guide No. 10*

(<http://www.calmis.ca.gov/file/occguide/TEACHELE.HTM>);
California Professional & Business License Handbook, August 1999
 (<http://www.dhs.ca.gov/Lnc/default.htm>)

DESIRED COMPUTER SOFTWARE SKILLS

Of the 18 responding employers, the following seek these skills:

- ✎ Word Processing (72%) ✎ Spreadsheet (22%)
- ✎ Database (17%) ✎ Desktop Publishing (17%)
- ✎ Other (17%) – Educational related program.

ADDITIONAL RESOURCES

- ✎ *California Commission on Teacher Credentialing*
 (<http://www.ctc.ca.gov>)
- ✎ *Employment Development Department, California Labor Market Information – Occupational Guide, No. 10*
 (<http://www.calmis.ca.gov/file/occguide/TEACHELE.HTM>)
- ✎ *O*Net* (<http://online.onetcenter.org>)
- ✎ *U.S. Department of Labor Occupational Outlook Handbook, 2002–2003 edition* (<http://www.bls.gov/oco>)

IMPORTANT JOB QUALIFICATIONS AND SKILLS

TECHNICAL

- ✎ Apply active listening techniques
- ✎ Apply basic math (arithmetic, ratios, proportions and conversions)
- ✎ Apply early childhood development theories
- ✎ Apply motivational techniques to education
- ✎ Conduct parent conferences
- ✎ Design and make classroom presentations
- ✎ Evaluate student performance
- ✎ Keep records and maintain files
- ✎ Maintain group discipline in an educational setting
- ✎ Maintain safe environment for children
- ✎ Plan and organize work
- ✎ Prepare, administer and correct tests
- ✎ Prepare audio-visual teaching aids
- ✎ Prepare lesson plans and outlines
- ✎ Prepare reports
- ✎ Recognize student problems, including learning disabilities
- ✎ Supervise student extra-curricular activities
- ✎ Use multi-media technology in educational and library settings
- ✎ Use on-line search techniques
- ✎ Use principles of group dynamics

PERSONAL OR OTHER

- ✎ Communicate effectively
- ✎ Exercise patience
- ✎ Good judgment
- ✎ Initiative
- ✎ Understand a variety of cultures
- ✎ Work as a team member
- ✎ Work independently

PROJECTIONS

RESPONDING EMPLOYERS' TWO-YEAR PROJECTIONS

Grow – 22% Remain Stable – 67% Decline – 11%

EMPLOYMENT DEVELOPMENT DEPARTMENT
OCCUPATIONAL FORECAST 2001–2008

Projected job openings for 7-year period: 870

Due to growth – 370

Due to separations – 500

Projected job growth rate for 7-year period:

12.4% (Slower than average)

Average growth rate for all occupations – 14.9%

For training providers in this occupation see the section on Training Providers by Occupation starting on page 104

Financial Managers

Employers Responded: 16 • Employees Covered: 87

Plan, direct, and coordinate accounting, investing, banking, insurance, securities, and other financial activities of a branch, office, or department of an establishment.

WAGES AND BENEFITS

WAGES	RANGE	MEDIAN
New hires, no experience	N/A	N/A
New hires, experienced	\$16.78 to \$33.65	\$24.01
Three years with firm	\$22.53 to \$41.10	\$28.81

Other forms of compensation: Some responding employers (25%) reported that they pay bonuses.

BENEFITS	Employer Pays All	Share Cost	Employee Pays All
Medical Insurance	44%	56%	0%
Dental Insurance	44%	38%	13%
Vision Insurance	38%	6%	19%
Life Insurance	94%	6%	0%
Sick Leave	94%	0%	0%
Vacation	100%	0%	0%
Retirement Plan	38%	0%	6%
Child Care	6%	0%	6%
401K	44%	44%	6%

WHERE THE JOBS ARE

Insurance Agents, Brokers and Service
Research, Development, and Testing Services
Accident and Health Insurance and Medical
Service Plans
Credit Unions

SIZE OF OCCUPATION

EDD estimated occupation size 2001–2008:
Large (1,430–1,810)

Gender ratio as reported by responding employers:
Female – 60% Male – 40%

OTHER INFORMATION

- Almost all responding employers (94%) reported that wages *are not* subject to collective bargaining or union agreements.
- All employees work full-time, 46 hours per week weighted average.
- Shifts worked: Day – 100%
- Many responding employers (50%) promote their employees to higher level positions.
- Skills and qualifications important for career advancement: Administrative skills, technical skills, and knowledge of the business.

SUPPLY AND DEMAND

DEGREE OF DIFFICULTY IN FINDING QUALIFIED APPLICANTS

	Very Difficult	Moderately Difficult	Not Difficult
Experienced	○	●	○
Inexperienced	Not applicable		

Employer demand is somewhat greater than the supply of qualified experienced applicants. Employers may have some difficulty finding qualified applicants at times and applicants may find little competition in their job search.

Hired in the Past 12 Months: 24 (5 firms)

SOURCE OF FILLED VACANCIES

Employees leaving 46%
Promotions 33%
New positions 21%

PRIMARY RECRUITMENT METHODS

Newspaper ads 69%
Internet 56%
Employee referrals 38%
Private employment agencies 38%

EMPLOYER REQUIREMENTS

EXPERIENCE

REQUIRED – 100% **PREFERRED – 0%** **NOT REQUIRED – 0%**

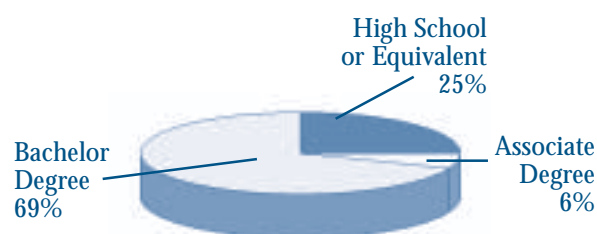
Required experience in this occupation ranges from 12 to 96 months or an average of 51 months. Other acceptable experience listed by responding employers includes clerical or in-house positions. None of these employers will accept training as a substitute for experience.

TECHNICAL/VOCATIONAL TRAINING OR CERTIFICATION

REQUIRED – 6% **PREFERRED – 0%** **NOT REQUIRED – 94%**

Required training is 3 months of software programs.

MINIMUM LEVEL OF EDUCATION REQUIRED



DESIRED COMPUTER SOFTWARE SKILLS

Of the 16 responding employers, the following seek these skills:

- Word Processing (81%)
- Spreadsheet (100%)
- Database (50%)
- Other (31%) – Accounting or industry software.

IMPORTANT JOB QUALIFICATIONS AND SKILLS

TECHNICAL

- Adhere to principles of business law
- Analyze and interpret data and budgets
- Apply accounting principles and terminology
- Apply advanced business math (such as accounting, finance, statistics)
- Apply economic principles and trends
- Apply financial management principles and theories
- Compose business correspondence
- Conduct employment interviews
- Conduct staff meetings
- Develop and evaluate financial forecasts
- Develop and maintain accounting and budgeting data bases
- Develop budgets
- Establish and evaluate employee performance standards
- Make revenue forecasts
- Manage contracts
- Perform general financial analysis
- Plan and direct fiscal activity
- Plan and organize the work of others
- Prepare financial reports
- Use accounting or bookkeeping software
- Use negotiation techniques
- Use spreadsheet software

PERSONAL OR OTHER

- Read and comprehend information quickly
- Work as a team member
- Work independently
- Work under pressure

PROJECTIONS

RESPONDING EMPLOYERS' TWO-YEAR PROJECTIONS

Grow – 19% Remain Stable – 81% Decline – 0%

EMPLOYMENT DEVELOPMENT DEPARTMENT
OCCUPATIONAL FORECAST 2001–2008

Projected job openings for 7-year period: 550

Due to growth – 380

Due to separations – 170

Projected job growth rate for 7-year period:

26.6% (Much faster than average)

Average growth rate for all occupations – 14.9%

ADDITIONAL RESOURCES

- O*Net (<http://online.onetcenter.org>)
- U.S. Department of Labor Occupational Outlook Handbook, 2002–2003 edition (<http://www.bls.gov/oco>)

For training providers in this occupation see the section on Training Providers by Occupation starting on page 104

First-Line Supervisors/Managers of Retail Sales Workers

Employers Responded: 16 • Employees Covered: 156

Directly supervise sales workers in a retail establishment or department. Duties may include management functions, such as purchasing, budgeting, accounting, and personnel work, in addition to supervisory duties.

WAGES AND BENEFITS

WAGES	RANGE	MEDIAN
New hires, no experience	\$8.00 to \$17.05	\$10.00
New hires, experienced	\$8.15 to \$20.16	\$12.25
Three years with firm	\$9.00 to \$23.01	\$15.00

BENEFITS	Employer Pays All	Share Cost	Employee Pays All
Medical Insurance	19%	81%	0%
Dental Insurance	19%	81%	0%
Vision Insurance	6%	69%	6%
Life Insurance	38%	44%	19%
Sick Leave	88%	6%	0%
Vacation	94%	6%	0%
Retirement Plan	25%	6%	0%
Child Care	6%	0%	0%
401K	13%	81%	6%

WHERE THE JOBS ARE

Department Stores
Hardware Stores
Lumber and Other Building Materials Dealers

SIZE OF OCCUPATION

EDD estimated occupation size 2001–2008:
Very large (2,760–3,160)

Gender ratio as reported by responding employers:
Female – 53% Male – 47%

OTHER INFORMATION

- Almost all responding employers (94%) reported that wages *are not* subject to collective bargaining or union agreements.
- All employees work full-time, 40 hours per week weighted average.
- Shifts worked: Day – 88% Swing – 69% Graveyard – 19%
- All responding employers promote their employees to higher level positions.
- Skills and qualifications important for career advancement: Ability to manage at higher levels (department, store, district or regional), company/product knowledge, and accounting skills.

SUPPLY AND DEMAND

DEGREE OF DIFFICULTY IN FINDING QUALIFIED APPLICANTS

	Very Difficult	Moderately Difficult	Not Difficult
Experienced	●	○	○
Inexperienced	○	●	○

Employer demand is considerably greater than the supply of qualified experienced applicants. Employers often cannot find qualified applicants when an opening exists and qualified applicants encounter no competition in their job search.

Employer demand is somewhat greater than the supply of qualified inexperienced applicants. Employers may have some difficulty finding qualified applicants at times and applicants may find little competition in their job search.

HIRED IN THE PAST 12 MONTHS: 25 (10 firms)

SOURCE OF FILLED VACANCIES

Employees leaving 40%
Promotions 32%
New positions 28%

PRIMARY RECRUITMENT METHODS

In-house promotions or transfers 100%
Colleges and universities 38%
Employee referrals 38%
Newspaper ads 31%
Walk-in applicants 31%

EMPLOYER REQUIREMENTS

EXPERIENCE

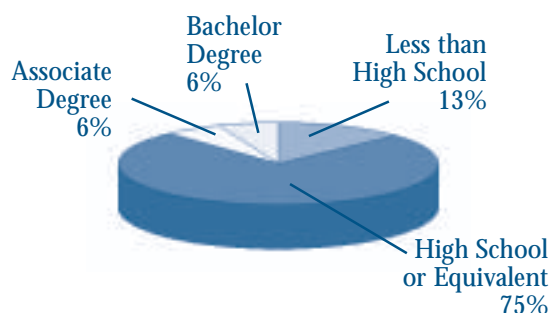
REQUIRED – 63% **PREFERRED – 31%** **NOT REQUIRED – 6%**

Required or preferred experience in this occupation ranges from 3 to 60 months or an average of 21 months. Other acceptable experience listed by responding employers includes in-house, sales, and retail positions. Some of these employers (20%) will accept training as a substitute for experience.

TECHNICAL/VOCATIONAL TRAINING OR CERTIFICATION

REQUIRED – 0% **PREFERRED – 6%** **NOT REQUIRED – 94%**

MINIMUM LEVEL OF EDUCATION REQUIRED



DESIRED COMPUTER SOFTWARE SKILLS

Of the 16 responding employers, the following seek these skills:

- Word Processing (50%)
- Spreadsheet (19%)
- Database (19%)
- Other (44%) – Industry software and E-mail.

ADDITIONAL RESOURCES

- O*Net (<http://online.onetcenter.org>)
- U.S. Department of Labor Occupational Outlook Handbook, 2002–2003 edition (<http://www.bls.gov/oco>)

IMPORTANT JOB QUALIFICATIONS AND SKILLS

TECHNICAL

- Analyze and monitor sales activity and trends
- Apply intermediate business math (bookkeeping and budgeting)
- Apply sales/marketing techniques to material & merchandise
- Conduct staff meetings
- Conduct training programs
- Develop staffing plan
- Establish and evaluate employee performance
- Evaluate information from employment interviews
- Hire employees
- Keep records and maintain files
- Plan and organize the work of others
- Provide orientation to new employees
- Recommend advancement of employees
- Resolve customer complaints
- Resolve personnel problems and grievances
- Use computer
- Use inventory control procedures

PERSONAL OR OTHER

- Apply interpersonal communication techniques
- Willingness to work nights, weekends, and holidays
- Work as a team member
- Work independently
- Work under pressure

PROJECTIONS

RESPONDING EMPLOYERS' TWO-YEAR PROJECTIONS

Grow – 38% Remain Stable – 56% Decline – 6%

EMPLOYMENT DEVELOPMENT DEPARTMENT
OCCUPATIONAL FORECAST 2001–2008

Projected job openings for 7-year period: 690

Due to growth – 400

Due to separations – 290

Projected job growth rate for 7-year period:

14.5% (Average)

Average growth rate for all occupations – 14.9%

Fitness Trainers and Aerobics Instructors

Employers Responded: 17 • Employees Covered: 269

Instruct or coach groups or individuals in exercise activities and the fundamentals of sports. Demonstrate techniques and methods of participation. Observe participants and inform them of corrective measures necessary to improve their skills. Those required to hold teaching degrees should be reported in the appropriate teaching category.

Other common job titles: Personal Trainer and Group Exercise Instructor. Does not include Athletic Trainers, SOC 299091.

WAGES AND BENEFITS

WAGES	RANGE	MEDIAN
New hires, no experience	\$6.75 to \$15.00	\$9.25
New hires, experienced	\$8.00 to \$25.00	\$15.00
Three years with firm	\$10.00 to \$32.00	\$22.00

Personal Trainers are usually at the higher end of the pay range.

BENEFITS FOR PART-TIME ONLY	Employer Pays All	Share Cost	Employee Pays All
Medical Insurance	7%	7%	0%
Dental Insurance	7%	0%	0%
Vision Insurance	0%	0%	0%
Life Insurance	0%	0%	0%
Sick Leave	13%	0%	0%
Vacation	20%	0%	0%
Retirement Plan	0%	0%	0%
Child Care	13%	7%	0%
401K	0%	0%	0%

WHERE THE JOBS ARE

Physical Fitness Facilities
Membership Sports and Recreation Clubs
Civic, Social, and Fraternal Associations

SIZE OF OCCUPATION

EDD estimated occupation size 2001–2008:
Medium (610–740)

Gender ratio as reported by responding employers:
Female – 83% Male – 17%

OTHER INFORMATION

- All responding employers reported that wages *are not* subject to collective bargaining or union agreements.
- Almost all employees (93%) work part-time, 8 hours per week weighted average. Few employees work full-time, 39 hours per week weighted average.
- Shifts worked: Day – 100% Swing – 35% Evenings – 29%
- Most responding employers (76%) promote their employees to higher level positions.
- Skills and qualifications important for career advancement: Ability to direct, manage, or supervise; knowledge of fitness science; personal training skills; and certification.

SUPPLY AND DEMAND

DEGREE OF DIFFICULTY IN FINDING QUALIFIED APPLICANTS

	Very Difficult	Moderately Difficult	Not Difficult
Experienced	●	○	○
Inexperienced	○	●	○

Employer demand is considerably greater than the supply of qualified experienced applicants. Employers often cannot find qualified applicants when an opening exists and qualified applicants encounter no competition in their job search.

Employer demand is somewhat greater than the supply of inexperienced applicants. Employers may have some difficulty finding qualified applicants at times and applicants may find little competition in their job search.

HIRED IN THE PAST 12 MONTHS: 90 (15 firms)

SOURCE OF FILLED VACANCIES

Employees leaving 43%
New positions 38%
Temporary, on call, or seasonal positions 18%
Promotions 1%

PRIMARY RECRUITMENT METHODS

Employee referrals 65%
Newspaper ads 65%
Walk-in applicants 47%
In-house promotions or transfers 41%

EMPLOYER REQUIREMENTS

EXPERIENCE

REQUIRED – 41% **PREFERRED – 47%** **NOT REQUIRED – 12%**

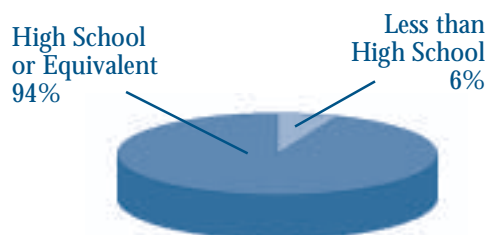
Required or preferred experience in this occupation ranges from 1 to 24 months or an average of 9 months. Most of these employers (60%) will accept training as a substitute for experience.

TECHNICAL/VOCATIONAL TRAINING OR CERTIFICATION

REQUIRED – 53% **PREFERRED – 12%** **NOT REQUIRED – 35%**

Required or preferred training ranges from 1 to 24 months or an average of 5 months. Training includes programs for certification.

MINIMUM LEVEL OF EDUCATION REQUIRED



DESIRED COMPUTER SOFTWARE SKILLS

Of the 17 responding employers, the following seek these skills:

- Word Processing (18%)
- Spreadsheet (6%)
- Database (6%)
- Other (18%) – Industry related software

IMPORTANT JOB QUALIFICATIONS AND SKILLS

TECHNICAL

- Adhere to safety procedures
- Apply motivational techniques
- Apply teaching techniques
- Demonstrate and coach various physical activities
- Exercise equipment use skills
- Evaluate client performance
- Inform on healthful dietetic habits
- Keep records and maintain files
- Knowledge of anatomy
- Perform CPR
- Plan and organize work
- Possession of certification
- Provide first aid

PERSONAL OR OTHER

- Basic math skills
- Customer service skills
- Exercise patience
- Leadership skills
- Motivate participants
- Observation skills
- Oral communication skills
- Work as a team member

PROJECTIONS

RESPONDING EMPLOYERS' TWO-YEAR PROJECTIONS

Grow – 41% Remain Stable – 59% Decline – 0%

EMPLOYMENT DEVELOPMENT DEPARTMENT
OCCUPATIONAL FORECAST 2001–2008

Projected job openings for 7-year period: 230

Due to growth – 130

Due to separations – 100

Projected job growth rate for 7-year period:

21.3% (Faster than average)

Average growth rate for all occupations – 14.9%

ADDITIONAL RESOURCES

- O*Net (<http://online.onetcenter.org>)
- U.S. Department of Labor Occupational Outlook Handbook, 2002–2003 edition (<http://www.bls.gov/oco>)

For training providers in this occupation see the section on Training Providers by Occupation starting on page 104

Food Service Managers

Employers Responded: 16 • Employees Covered: 31

Plan, direct, or coordinate activities of an organization or department that serves food and beverages.

WAGES AND BENEFITS

WAGES	RANGE	MEDIAN
New hires, no experience	Insufficient data	
New hires, experienced	\$11.21 to \$23.97	\$15.65
Three years with firm	\$12.18 to \$28.77	\$17.98

Other forms of compensation: Some responding employers (25%) reported that they pay bonuses.

BENEFITS	Employer Pays All	Share Cost	Employee Pays All
Medical Insurance	25%	69%	0%
Dental Insurance	13%	63%	0%
Vision Insurance	13%	44%	6%
Life Insurance	19%	38%	0%
Sick Leave	50%	13%	0%
Vacation	81%	6%	0%
Retirement Plan	0%	19%	0%
Child Care	0%	0%	0%
401K	6%	38%	0%

WHERE THE JOBS ARE

Eating and Drinking Places
Hotels and Motels

SIZE OF OCCUPATION

EDD estimated occupation size 2001–2008:
Medium (490–550)

Gender ratio as reported by responding employers:
Male – 77% Female – 23%

OTHER INFORMATION

- Almost all responding employers (94%) reported that wages *are not* subject to collective bargaining or union agreements.
- Almost all employees (97%) work full-time, 45 hours per week weighted average.
- Shifts worked: Day – 100% Swing – 44% Evening – 19%
- Almost all responding employers (81%) promote their employees to higher level positions.
- Skills and qualifications important for career advancement: General manager, district manager, or other higher level management skills; interpersonal skills; time management; accounting skills; extended training and certification; and marketing skills.

SUPPLY AND DEMAND

DEGREE OF DIFFICULTY IN FINDING QUALIFIED APPLICANTS

	Very Difficult	Moderately Difficult	Difficult
Experienced	○	●	○
Inexperienced	●	○	○

Employer demand is somewhat greater than the supply of qualified experienced applicants. Employers may have some difficulty finding qualified applicants at times and applicants may find little competition in their job search.

Few responding employers, not requiring experience, find the demand is considerably greater than the supply of “qualified” applicants. Employers often cannot find qualified applicants when an opening exists and qualified applicants encounter no competition in their job search.

Hired in the Past 12 Months: 11 (5 firms)

SOURCE OF FILLED VACANCIES

Employees leaving 73%
New positions 18%
Promotions 9%

PRIMARY RECRUITMENT METHODS

In-house promotions or transfers 88%
Newspaper ads 56%
Employee referrals 50%

EMPLOYER REQUIREMENTS

EXPERIENCE

REQUIRED – 88% **PREFERRED – 12%** **NOT REQUIRED – 0%**

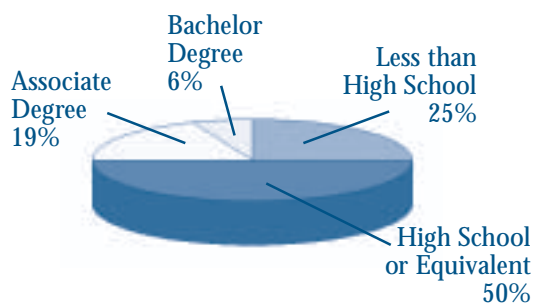
Required or preferred experience in this occupation ranges from 6 to 60 months or an average of 26 months. Other acceptable experience listed by responding employers includes restaurant cook or other food service related positions. Some of these employers (31%) will accept training as a substitute for experience.

TECHNICAL/VOCATIONAL TRAINING OR CERTIFICATION

REQUIRED – 0% **PREFERRED – 25%** **NOT REQUIRED – 75%**

Preferred training ranges from 6 to 24 months or an average of 12 months. Training includes culinary school.

MINIMUM LEVEL OF EDUCATION REQUIRED



DESIRED COMPUTER SOFTWARE SKILLS

Of the 16 responding employers, the following seek these skills:

- Word Processing (56%)
- Spreadsheet (63%)
- Database (6%)
- Desktop Publishing (19%)
- Other (25%) – Industry related programs

IMPORTANT JOB QUALIFICATIONS AND SKILLS

TECHNICAL

- Analyze recipes and menus
- Apply health and sanitation standards
- Apply inventory techniques
- Apply nutritional practices
- Apply principles of accounting
- Apply time management techniques
- Coordinate banquets, receptions and related events
- Determine food and beverage costs
- Develop and implement employee policies
- Develop budgets
- Develop staffing plan
- Interpret and apply alcoholic beverage service regulations
- Interpret and apply health regulations in food service
- Investigate customer complaints about food
- Keep records and maintain files
- Manage personnel and human resources
- Plan and post menus
- Plan and schedule restaurant maintenance
- Procure food and beverages
- Provide customer service
- Purchase equipment and supplies
- Supervise food and beverage preparation
- Use of computer
- Write reports

PERSONAL OR OTHER

- High energy level
- Communicate effectively
- Resolve conflicts and problems
- Work as a team member
- Work independently
- Work under pressure

PROJECTIONS

RESPONDING EMPLOYERS' TWO-YEAR PROJECTIONS

Grow – 19% Remain Stable – 81% Decline – 0%

EMPLOYMENT DEVELOPMENT DEPARTMENT
OCCUPATIONAL FORECAST 2001–2008

Projected job openings for 7-year period: 100

Due to growth – 60

Due to separations – 40

Projected job growth rate for 7-year period:

12.2% (Slower than average)

Average growth rate for all occupations – 14.9%

ADDITIONAL RESOURCES

- *Employment Development Department, California Labor Market Information – Occupational Guide, No. 503*
(<http://www.calmis.ca.gov/file/occguides/FOODSERV.HTM>)
- *O*Net* (<http://online.onetcenter.org>)
- *U.S. Department of Labor Occupational Outlook Handbook, 2002–2003 edition* (<http://www.bls.gov/oco>)

For training providers in this occupation see the Training Provider Directory starting on page 104

Graphic Designers

Employers Responded: 17 • Employees Covered: 75

Design or create graphics to meet specific commercial or promotional needs, such as packaging, displays, or logos. May use a variety of mediums to achieve artistic or decorative effects.

Does not include Desktop Publishers (SOC 439031)

WAGES AND BENEFITS

WAGES	RANGE	MEDIAN
New hires, no experience	\$8.00 to \$15.00	\$13.19
New hires, experienced	\$10.00 to \$23.97	\$16.83
Three years with firm	\$14.00 to \$35.96	\$20.00

BENEFITS	Employer Pays All	Share Cost	Employee Pays All
Medical Insurance	24%	65%	0%
Dental Insurance	24%	53%	0%
Vision Insurance	12%	35%	0%
Life Insurance	47%	24%	0%
Sick Leave	76%	6%	0%
Vacation	82%	12%	0%
Retirement Plan	18%	18%	0%
Child Care	0%	0%	6%
401K	6%	47%	6%

SUPPLY AND DEMAND

DEGREE OF DIFFICULTY IN FINDING QUALIFIED APPLICANTS

	Very Difficult	Moderately Difficult	Not Difficult
Experienced	○	●	○
Inexperienced	○	○	●

Employer demand is somewhat greater than the supply of qualified experienced applicants. Employers may have some difficulty finding qualified applicants at times and applicants may find little competition in their job search.

Supply of qualified inexperienced applicants is considerably greater than demand, creating a very competitive job market for job applicants.

WHERE THE JOBS ARE

Commercial Art and Graphic Design

Advertising

Newspapers: Publishing, or Publishing and Printing

Commercial Photography

SIZE OF OCCUPATION

EDD estimated occupation size 2001–2008:
Small (320–380)

Gender ratio as reported by responding employers:
Male – 67% Female – 33%

OTHER INFORMATION

- ✦ All responding employers reported that wages *are not* subject to collective bargaining or union agreements.
- ✦ Almost all employees (93%) work full-time, 40 hours per week weighted average.
- ✦ Shifts worked: Day – 100% Graveyard – 6%
- ✦ Many responding employers (59%) promote their employees to higher level positions.
- ✦ Skills important for career advancement: Supervisory and management skills, ability to keep up with new programs and design, marketing skills, and creativity.

HIRED IN THE PAST 12 MONTHS: 19 (10 firms)

SOURCE OF FILLED VACANCIES

New positions 42%
Employees leaving 26%
Promotions 16%
Temporary, on call, or seasonal positions 16%

PRIMARY RECRUITMENT METHODS

Employee referrals 71%
Newspaper ads 65%
Internet 59%

EMPLOYER REQUIREMENTS

EXPERIENCE

REQUIRED – 76% **PREFERRED – 18%** **NOT REQUIRED – 6%**

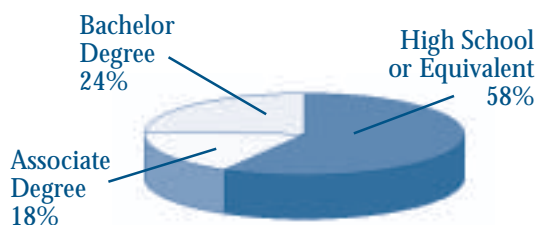
Required or preferred experience in this occupation ranges from 6 to 36 months or an average of 20 months. Some of these employers (31%) will accept training as a substitute for experience.

TECHNICAL/VOCATIONAL TRAINING OR CERTIFICATION

REQUIRED – 18% **PREFERRED – 24%** **NOT REQUIRED – 58%**

Required or preferred training ranges from 6 to 24 months or an average of 11 months. Training includes graphic design, desktop publishing applications, and Macintosh operating system.

MINIMUM LEVEL OF EDUCATION REQUIRED



DESIRED COMPUTER SOFTWARE SKILLS

Of the 17 responding employers, the following seek these skills:

- Word Processing (53%)
- Spreadsheet (24%)
- Database (6%)
- Desktop Publishing (76%)
- Other (100%) – Skills include Photoshop, Illustrator, Freehand, web design programs, and Macintosh operating system.

ADDITIONAL RESOURCES

- *Employment Development Department, California Labor Market Information – Occupational Guide, No. 4*
(<http://www.calmis.ca.gov/file/occguid/COMMART.HTM>)
- *O*Net* (<http://online.onetcenter.org>)
- *U.S. Department of Labor Occupational Outlook Handbook, 2002–2003 edition* (<http://www.bls.gov/oco>)

IMPORTANT JOB QUALIFICATIONS AND SKILLS

TECHNICAL

- Adapt to customer feedback to proposed design
- Apply graphic arts techniques
- Apply marketing techniques to artistic products and services
- Apply page layout and composition techniques
- Create art from ideas
- Design advertising layouts
- Keep up-to-date with design trends
- Perceive color, balance and proportion
- Prepare artwork for camera and press
- Prepare graphics for electronic media
- Use computer design and graphics software
- Use desktop publishing software
- Use word processing software

PERSONAL OR OTHER

- Apply interpersonal communication techniques
- Creative and innovative
- Manage multiple priorities
- Meet deadlines
- Pay close attention to detail
- Work as a team member
- Work independently
- Work under pressure

PROJECTIONS

RESPONDING EMPLOYERS' TWO-YEAR PROJECTIONS

Grow – 41% Remain Stable – 53% Decline – 6%

EMPLOYMENT DEVELOPMENT DEPARTMENT
OCCUPATIONAL FORECAST 2001–2008

Projected job openings for 7-year period: 80
 Due to growth – 60
 Due to separations – 20

Projected job growth rate for 7-year period:
 18.8% (Faster than average)
 Average growth rate for all occupations – 14.9%

For training providers in this occupation see the section on Training Providers by Occupation starting on page 104

Legal Secretaries

Employers Responded: 17 • Employees Covered: 120

Perform secretarial duties utilizing legal terminology, procedures, and documents. Prepare legal papers and correspondence, such as summonses, complaints, motions, and subpoenas. May also assist with legal research.

Does not include Paralegals and Legal Assistants, SOC 232011.

WAGES AND BENEFITS

WAGES	RANGE	MEDIAN
New hires, no experience	\$11.00 to \$20.00	\$15.00
New hires, experienced	\$13.85 to \$23.08	\$19.08
Three years with firm	\$17.00 to \$26.00	\$21.54

Other forms of compensation: Some responding employers (29%) reported that they pay bonuses.

BENEFITS	Employer Pays All	Share Cost	Employee Pays All
Medical Insurance	82%	18%	0%
Dental Insurance	29%	12%	6%
Vision Insurance	18%	18%	0%
Life Insurance	65%	6%	6%
Sick Leave	100%	0%	0%
Vacation	100%	0%	0%
Retirement Plan	35%	12%	0%
Child Care	0%	6%	0%
401K	40%	18%	12%

WHERE THE JOBS ARE

Legal Services

SIZE OF OCCUPATION

EDD estimated occupation size 2001–2008:
Medium (590–650)

Gender ratio as reported by responding employers:
Female – 98% Male – 2%

OTHER INFORMATION

- All responding employers reported that wages *are not* subject to collective bargaining or union agreements.
- Almost all employees (98%) work full-time, 38 hours per week weighted average.
- Shifts worked: Day – 100% Swing – 6%
- Almost all responding employers (82%) promote their employees to higher level positions.
- Skills and qualification important for career advancement: Paralegal certification, good work performance, office management skills, and legal assistant skills.

SUPPLY AND DEMAND

DEGREE OF DIFFICULTY IN FINDING QUALIFIED APPLICANTS

	Very Difficult	Moderately Difficult	Not Difficult
Experienced	●	○	○
Inexperienced	●	○	○

Employer demand is considerably greater than the supply of qualified experienced and inexperienced applicants. Employers often cannot find qualified applicants when an opening exists and qualified applicants encounter no competition in their job search.

HIRED IN THE PAST 12 MONTHS: 22 (9 firms)

SOURCE OF FILLED VACANCIES

Employees leaving 64%
New positions 27%
Promotions 9%

PRIMARY RECRUITMENT METHODS

Employee referrals 100%
Newspaper ads 82%
Private employment agencies 41%

EMPLOYER REQUIREMENTS

EXPERIENCE

REQUIRED – 70% **PREFERRED – 24%** **NOT REQUIRED – 6%**

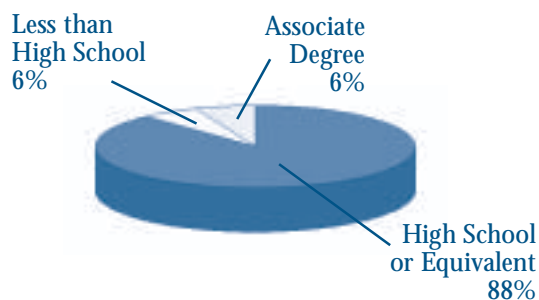
Required or preferred experience in this occupation ranges from 6 to 60 months or an average of 29 months. Other acceptable experience listed by responding employers includes other secretarial positions. Few of these employers (19%) will accept training as a substitute for experience.

TECHNICAL/VOCATIONAL TRAINING OR CERTIFICATION

REQUIRED – 0% **PREFERRED – 41%** **NOT REQUIRED – 59%**

Preferred training ranges from 1 to 24 months or an average of 9 months. Training includes word processing and legal secretary or legal assistant courses.

MINIMUM LEVEL OF EDUCATION REQUIRED



DESIRED COMPUTER SOFTWARE SKILLS

Of the 17 responding employers, the following seek these skills:

- Word Processing (100%) – 13 employers use Word Perfect
- Spreadsheet (12%)
- Database (6%)
- Other (65%) – Legal Solutions, other legal programs, and use of the Internet.

ADDITIONAL RESOURCES

- *Employment Development Department, California Labor Market Information* – Occupational Guide, No. 172 (<http://www.calmis.ca.gov>)
- *O*Net* (<http://online.onetcenter.org>)
- *U.S. Department of Labor Occupational Outlook Handbook, 2002–2003 edition* (<http://www.bls.gov/oco>)

IMPORTANT JOB QUALIFICATIONS AND SKILLS

TECHNICAL

- Assist with legal research
- Compile information for court cases
- Keep records and maintain files
- Organize and work with detailed records
- Organize office processes
- Prepare business correspondence
- Prepare legal documents
- Schedule meeting or appointments
- Transcribe spoken, recorded or written information
- Understand legal terminology and procedures
- Understanding of court proceedings
- Use computers to enter, access, and retrieve data
- Use correct grammar, punctuation, and spelling
- Use proofreading symbols
- Use word processing software

PHYSICAL

- Ability to sit for long periods of time

PERSONAL OR OTHER

- Communicate effectively
- Detail oriented
- Good judgment
- Good observation skills
- Initiative
- Work as a team member
- Work independently
- Work under pressure

PROJECTIONS

RESPONDING EMPLOYERS' TWO-YEAR PROJECTIONS

Grow – 29% Remain Stable – 71% Decline – 0%

EMPLOYMENT DEVELOPMENT DEPARTMENT
OCCUPATIONAL FORECAST 2001–2008

Projected job openings for 7-year period: 130

Due to growth – 60

Due to separations – 70

Projected job growth rate for 7-year period:

10.2% (Slower than average)

Average growth rate for all occupations – 14.9%

For training providers in this occupation see the section on Training Providers by Occupation starting on page 104

Marketing Managers

Employers Responded: 15 • Employees Covered: 23

Determine the demand for products and services offered by a firm and its competitors and identify potential customers. Develop pricing strategies with the goal of maximizing the firm's profits or share of the market while ensuring the firm's customers are satisfied. Oversee product development or monitor trends that indicate the need for new products and services.

WAGES AND BENEFITS

WAGES	RANGE	MEDIAN
New hires, no experience	Not applicable	
New hires, experienced	\$14.38 to \$40.75	\$28.77
Three years with firm	\$19.66 to \$47.99	\$33.17

Other forms of compensation: Some responding employers (33%) reported that they pay bonuses.

BENEFITS	Employer Pays All	Share Cost	Employee Pays All
Medical Insurance	27%	73%	0%
Dental Insurance	13%	80%	0%
Vision Insurance	20%	60%	0%
Life Insurance	60%	27%	0%
Sick Leave	93%	7%	0%
Vacation	93%	7%	0%
Retirement Plan	20%	7%	7%
Child Care	0%	7%	0%
401K	20%	47%	27%

WHERE THE JOBS ARE

Advertising
Management and Public Relations Services
Drugs
Manufacturing

SIZE OF OCCUPATION

EDD estimated occupation size 2001–2008:
Medium (460–580)

Gender ratio as reported by responding employers:
Female – 57% Male – 43%

OTHER INFORMATION

- All responding employers reported that wages *are not* subject to collective bargaining or union agreements.
- All employees work full-time, 42 hours per week weighted average.
- Shifts worked: Day – 100%
- Most responding employers (73%) promote their employees to higher level positions.
- Skills and qualifications important for career advancement: Administrative or executive skills; knowledge of product, company, or industry; keeping up with market trends and strategies; and leadership skills.

SUPPLY AND DEMAND

DEGREE OF DIFFICULTY IN FINDING QUALIFIED APPLICANTS

	Very Difficult	Moderately Difficult	Not Difficult
Experienced	○	●	○
Inexperienced	Not applicable		

Employer demand is somewhat greater than the supply of experienced applicants. Employers may have some difficulty finding qualified applicants at times and applicants may find little competition in their job search.

HIRED IN THE PAST 12 MONTHS: 4 (4 firms)

SOURCE OF FILLED VACANCIES

Employees leaving 50%
New positions 50%

PRIMARY RECRUITMENT METHODS

Employee referrals 67%
Internet 53%
Newspaper ads 47%

EMPLOYER REQUIREMENTS

EXPERIENCE

REQUIRED – 100% **PREFERRED – 0%** **NOT REQUIRED – 0%**

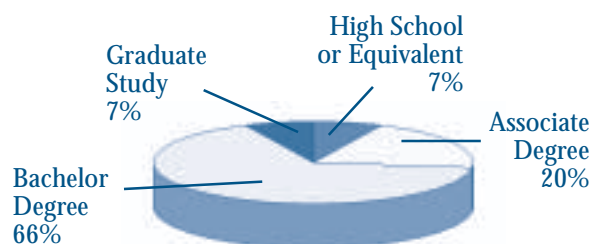
Required experience in this occupation ranges from 12 to 60 months or an average of 35 months. Other acceptable experience listed by responding employers includes industry related positions, sales, or in-house positions. Few of these employers (7%) will accept training as a substitute for experience.

TECHNICAL/VOCATIONAL TRAINING OR CERTIFICATION

REQUIRED – 7% **PREFERRED – 7%** **NOT REQUIRED – 86%**

Required or preferred training ranges from 3 to 6 months or an average of 5 months. Training includes computer programs and sales courses.

MINIMUM LEVEL OF EDUCATION REQUIRED



DESIRED COMPUTER SOFTWARE SKILLS

Of the 15 responding employers, the following seek these skills:

- Word Processing (100%)
- Spreadsheet (87%)
- Database (60%)
- Desktop Publishing (53%)
- Other (53%) – PowerPoint, graphic software, and industry related programs.

ADDITIONAL RESOURCES

- O*Net (<http://online.onetcenter.org>)
- U.S. Department of Labor Occupational Outlook Handbook, 2002–2003 edition (<http://www.bls.gov/oco>)

IMPORTANT JOB QUALIFICATIONS AND SKILLS

TECHNICAL

- Apply intermediate business math (bookkeeping and budgeting)
- Apply public relations theory
- Conduct customer surveys
- Conduct market research
- Conduct sales presentations
- Conduct staff meetings
- Design advertising layouts
- Develop budgets
- Develop marketing strategy
- Develop pricing strategy
- Develop staffing plan
- Evaluate advertising promotions
- Evaluate employee performance
- Interact with media (radio, television, print, internet)
- Meet deadlines
- Monitor consumer and marketing trends
- Obtain information from clients, customers or others
- Provide customer service
- Supervise employees
- Use correct grammar, punctuation, and spelling
- Use marketing techniques
- Use project management techniques
- Use sales techniques
- Write ad and story copy
- Write sales and informational speeches

PERSONAL OR OTHER

- Apply interpersonal communication techniques
- Manage multiple priorities
- Willingness to travel
- Work as a team member
- Work independently
- Work under pressure

PROJECTIONS

RESPONDING EMPLOYERS' TWO-YEAR PROJECTIONS

Grow – 27% Remain Stable – 73% Decline – 0%

EMPLOYMENT DEVELOPMENT DEPARTMENT
OCCUPATIONAL FORECAST 2001–2008

Projected job openings for 7-year period: 170

Due to growth – 120

Due to separations – 50

Projected job growth rate for 7-year period:

26.1% (Much faster than average)

Average growth rate for all occupations – 14.9%

Network and Computer Systems Administrators

Employers Responded: 16 • Employees Covered: 29

Install, configure, and support an organization's local area network (LAN), wide area network (WAN), and Internet system or a segment of a network system. Maintain network hardware and software. Monitor network to ensure network availability to all system users and perform necessary maintenance to support network availability. May supervise other network support and client server specialists and plan, coordinate, and implement network security measures.

WAGES AND BENEFITS

WAGES	RANGE	MEDIAN
New hires, no experience	Insufficient data	
New hires, experienced	\$14.38 to \$31.31	\$22.18
Three years with firm	\$19.18 to \$39.42	\$26.55

BENEFITS	Employer Pays All	Share Cost	Employee Pays All
Medical Insurance	31%	69%	0%
Dental Insurance	38%	38%	0%
Vision Insurance	31%	25%	0%
Life Insurance	69%	19%	6%
Sick Leave	94%	6%	0%
Vacation	94%	6%	0%
Retirement Plan	50%	13%	0%
Child Care	0%	0%	0%
401K	19%	50%	13%

SUPPLY AND DEMAND

DEGREE OF DIFFICULTY IN FINDING QUALIFIED APPLICANTS

	Very Difficult	Moderately Difficult	Not Difficult
Experienced	○	●	○
Inexperienced	Insufficient data		

Employer demand is somewhat greater than the supply of experienced qualified applicants. Employers may have some difficulty finding qualified applicants at times and applicants may find little competition in their job search.

WHERE THE JOBS ARE

Government
Computer and Data Processing and Other Computer Related Services
Miscellaneous Business Services
Communications

SIZE OF OCCUPATION

EDD estimated occupation size 2001–2008:
Medium (450–680)

Gender ratio as reported by responding employers:
Male – 72% Female – 28%

OTHER INFORMATION

- Almost all responding employers (88%) reported that wages *are not* subject to collective bargaining or union agreements.
- All employees work full-time, 41 hours per week weighted average.
- Shifts worked: Day – 100% Evenings – 6%
- Many responding employers (44%) promote their employees to higher level positions.
- Skills important for career advancement: Management skills, technical skills, and database or programming skills.

HIRED IN THE PAST 12 MONTHS: 6 (3 firms)

SOURCE OF FILLED VACANCIES

Employees leaving 83%
Promotions 17%

PRIMARY RECRUITMENT METHODS

In-house promotions or transfers 56%
Internet 56%
Newspaper ads 50%
Employee referrals 31%

EMPLOYER REQUIREMENTS

EXPERIENCE

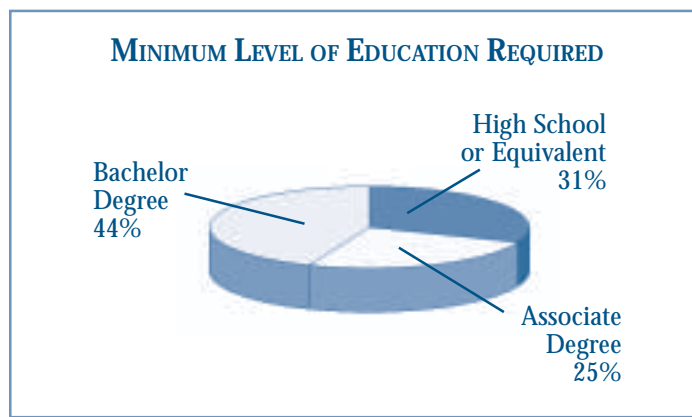
REQUIRED – 94% **PREFERRED – 6%** **NOT REQUIRED – 0%**

Required or preferred training ranges from 12 to 84 months or an average of 35 months. Other acceptable experience listed by responding employers includes positions in computer related fields. Many of these employers (44%) will accept training as a substitute for experience.

TECHNICAL/VOCATIONAL TRAINING OR CERTIFICATION

REQUIRED – 13% **PREFERRED – 25%** **NOT REQUIRED – 62%**

Required or preferred training ranges from 6 to 12 months or an average of 11 months. Training includes courses in networking programs.



DESIRED COMPUTER SOFTWARE SKILLS

Of the 15 responding employers, the following seek these skills:

- Word Processing (94%)
- Spreadsheet (94%)
- Database (81%)
- Desktop Publishing (44%)
- Other (100%) – Networking programs, Microsoft Certified System Engineer, Windows NT, and UNIX.

IMPORTANT JOB QUALIFICATIONS AND SKILLS

TECHNICAL

- Apply computer networking technology
- Apply data security procedures
- Apply knowledge of mainframe computers
- Apply problem solving techniques
- Apply quality assurance techniques
- Design computer networks
- Document work in progress
- Evaluate computer system user requests and requirements
- Explain effectively complex technical information
- Implement computer system changes
- Maintain computers and related equipment
- Maintain data bases on multi-user computer systems
- Manipulate operating system to improve performance
- Monitor computer and device operation
- Prepare reports
- Test and troubleshoot computer programs and systems

PERSONAL OR OTHER

- Apply interpersonal communication techniques
- Work as a team member
- Work independently
- Work under pressure

PROJECTIONS

RESPONDING EMPLOYERS' TWO-YEAR PROJECTIONS

Grow – 12% Remain Stable – 88% Decline – 0%

**EMPLOYMENT DEVELOPMENT DEPARTMENT
OCCUPATIONAL FORECAST 2001–2008**

Projected job openings for 7-year period: 250
 Due to growth – 230
 Due to separations – 20

Projected job growth rate for 7-year period:
 51.1% (Much faster than average)
 Average growth rate for all occupations – 14.9%

ADDITIONAL RESOURCES

- O*Net (<http://online.onetcenter.org>)
- U.S. Department of Labor Occupational Outlook Handbook, 2002–2003 edition (<http://www.bls.gov/oco>)

For training providers in this occupation see the section on Training Providers by Occupation starting on page 104

Nursing Aides, Orderlies, and Attendants

Employers Responded: 19 • Employees Covered: 892

Provide basic patient care under direction of nursing staff. Perform duties, such as feed, bathe, dress, groom, or move patients, or change linens.

Other common job titles: Certified Nursing Aides/Assistants (CNAs)

WAGES AND BENEFITS

WAGES	RANGE	MEDIAN
New hires, no experience	\$6.75 to \$10.00	\$8.13
New hires, experienced	\$7.00 to \$11.00	\$9.00
Three years with firm	\$7.65 to \$13.00	\$10.00

BENEFITS	Employer Pays All	Share Cost	Employee Pays All
Medical Insurance	26%	74%	0%
Dental Insurance	21%	32%	26%
Vision Insurance	11%	47%	26%
Life Insurance	26%	21%	26%
Sick Leave	68%	16%	0%
Vacation	89%	11%	0%
Retirement Plan	16%	16%	5%
Child Care	0%	0%	0%
401K	0%	42%	16%

WHERE THE JOBS ARE

Nursing and Personal Care Facilities
Hospitals
Residential Care

SIZE OF OCCUPATION

EDD estimated occupation size 2001–2008:
Large (1,700–1,890)

Gender ratio as reported by responding employers:
Female – 80% Male – 20%

OTHER INFORMATION

- Almost all responding employers (84%) reported that wages *are not* subject to collective bargaining or union agreements.
- Most employees (78%) work full-time, 38 hours per week weighted average. Few employees (19%) work part-time, 24 hours per week weighted average.
- Shifts worked: Day – 95% Graveyard – 89% Swing – 89%
- Most responding employers (79%) promote their employees to higher level positions.
- Skills and qualifications important for career advancement: Possession of appropriate nursing license, medical office or general office skills, good patient care, and supervisory skills.

SUPPLY AND DEMAND

DEGREE OF DIFFICULTY IN FINDING QUALIFIED APPLICANTS

	Very Difficult	Moderately Difficult	Not Difficult
Experienced	Insufficient data		
Inexperienced	●	○	○

Due to high turnover, employer demand is considerably greater than the supply of qualified inexperienced applicants. Employers often cannot find qualified applicants when an opening exists and qualified applicants encounter no competition in their job search.

HIRED IN THE PAST 12 MONTHS: 366 (19 firms)

SOURCE OF FILLED VACANCIES

Employees leaving 78%
New positions 12%
Promotions 6%
Temporary, on call, or seasonal positions 4%

PRIMARY RECRUITMENT METHODS

Newspaper ads 74%
Employee referrals 68%
Walk-in applicants 63%

EMPLOYER REQUIREMENTS

EXPERIENCE

REQUIRED – 5% **PREFERRED – 79%** **NOT REQUIRED – 16%**

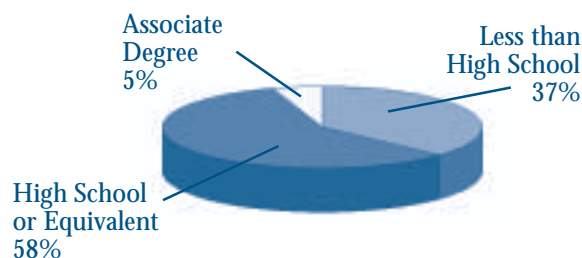
Required or preferred experience in this occupation ranges from 3 to 12 months or an average of 8 months. Other acceptable experience listed by responding employers includes other caregiver positions. Many of these employers (44%) will accept training as a substitute for experience.

TECHNICAL/VOCATIONAL TRAINING OR CERTIFICATION

REQUIRED – 37% **PREFERRED – 21%** **NOT REQUIRED – 42%**

Required or preferred training ranges from 3 to 16 months or an average of 5 months. Training includes Certified Nursing Assistant program.

MINIMUM LEVEL OF EDUCATION REQUIRED



LEGALLY MANDATED REQUIREMENTS

Certified Nursing Assistant certification by the Department of Health Services requires the following: 100 hours of supervised clinical training and 50 hours of classroom training. After students successfully complete a state-approved certified Nurse Assistant Program, the school arranges for the federal exam. Applicant must undergo a criminal background check. – *California's Professional & Business License Handbook, August 1999* (<http://www.dhs.ca.gov>)

DESIRED COMPUTER SOFTWARE SKILLS

Of the 19 responding employers, the following seek these skills:

- ✎ Word Processing (11%)
- ✎ Spreadsheet (5%)
- ✎ Other (5%) – Internet

ADDITIONAL RESOURCES

- ✎ *Employment Development Department, California Labor Market Information – Occupational Guide, No. 442* (<http://www.calmis.ca.gov/file/occguide/NurseAid.HTM>)
- ✎ *O*Net* (<http://online.onetcenter.org>)
- ✎ *U.S. Department of Labor Occupational Outlook Handbook, 2002–2003 edition* (<http://www.bls.gov/oco>)

IMPORTANT JOB QUALIFICATIONS AND SKILLS

TECHNICAL

- ✎ Administer emergency first aid
- ✎ Apply confidentiality procedures
- ✎ Apply health and sanitation standards
- ✎ Apply infectious materials procedures
- ✎ Apply institutional care procedures
- ✎ Apply patient care procedures
- ✎ Apply personal care procedures
- ✎ Bathe and groom patients
- ✎ Change and clean bed linens
- ✎ Collect specimens for medical tests
- ✎ Feed patients
- ✎ Keep medical records and maintain files
- ✎ Move, lift, or transport ill and injured persons
- ✎ Observe and report body response variations
- ✎ Possession of Nurse Aide Certification
- ✎ Prepare patients for exams, treatments, and tests
- ✎ Set up patient care equipment
- ✎ Take vital signs
- ✎ Understand needs of the elderly
- ✎ Understand and use medical terminology
- ✎ Weigh patients

PERSONAL OR OTHER

- ✎ Apply and interpret written instructions
- ✎ Good observation skills
- ✎ Listening comprehension
- ✎ Oral expression
- ✎ Service orientated
- ✎ Work as a team member
- ✎ Work independently
- ✎ Work under pressure

PROJECTIONS

RESPONDING EMPLOYERS' TWO-YEAR PROJECTIONS

Grow – 37% Remain Stable – 63% Decline – 0%

EMPLOYMENT DEVELOPMENT DEPARTMENT
OCCUPATIONAL FORECAST 2001–2008

Projected job openings for 7-year period: 350

Due to growth – 190

Due to separations – 160

Projected job growth rate for 7-year period:

11.2% (Slower than average)

Average growth rate for all occupations – 14.9%

For training providers in this occupation see the section on Training Providers by Occupation starting on page 104

Office Managers

Employers Responded: 16 • Employees Covered: 35

Coordinate activities of clerical personnel in an organization. Analyzes and organizes operations and procedures, such as typing, filing, preparation of payroll, requisition of supplies, and other clerical services. Evaluates office production, revises procedures, or devises new forms to improve efficiency of workflow. Establishes uniform correspondence procedures and style practices. Coordinates activities of various clerical departments or workers within a department. Reviews clerical and personnel records to ensure completeness, accuracy, and timeliness. May prepare organizational budget and monthly financial reports. May hire, train and supervise clerical staff. May compile, store, and retrieve managerial data, using the computer.

Note: See page 63 for an explanation of Non-SOC occupations.

WHERE THE JOBS ARE

Office Managers are found in every industry.

SIZE OF OCCUPATION

EDD estimated occupation size 2001–2008:
Very large (3,200–3,530)*

Gender ratio as reported by responding employers:
Female – 74% Male – 26%

WAGES AND BENEFITS

WAGES	RANGE	MEDIAN
New hires, no experience	Insufficient data	
New hires, experienced	\$12.00 to \$27.40	\$20.62
Three years with firm	\$15.00 to \$31.58	\$26.22

Other forms of compensation: Some responding employers (25%) reported that they pay bonuses.

BENEFITS	Employer Pays All	Share Cost	Employee Pays All
Medical Insurance	38%	56%	6%
Dental Insurance	6%	44%	19%
Vision Insurance	19%	31%	6%
Life Insurance	50%	19%	0%
Sick Leave	88%	0%	0%
Vacation	100%	0%	0%
Retirement Plan	19%	13%	0%
Child Care	0%	6%	6%
401K	38%	25%	13%

OTHER INFORMATION

- All responding employers reported that wages *are not* subject to collective bargaining or union agreements.
- Almost all employees (97%) work full-time, 44 hours per week weighted average.
- Shifts worked: Day – 100%
- Some responding employers (31%) promote their employees to higher level positions.
- Skills and qualifications important for career advancement: Administrative skills and commitment.

SUPPLY AND DEMAND

DEGREE OF DIFFICULTY IN FINDING QUALIFIED APPLICANTS

	Very Difficult	Moderately Difficult	Not Difficult
Experienced	○	●	○
Inexperienced	○	●	○

Employer demand is somewhat greater than the supply of qualified experienced and inexperienced applicants. Employers may have some difficulty finding qualified applicants at times and applicants may find little competition in their job search.

HIRED IN THE PAST 12 MONTHS: 3 (2 firms)

SOURCE OF FILLED VACANCIES

Employees leaving 67%
New positions 33%

PRIMARY RECRUITMENT METHODS

In-house promotions or transfers 69%
Newspaper ads 50%
Employee referrals 44%

EMPLOYER REQUIREMENTS**EXPERIENCE**

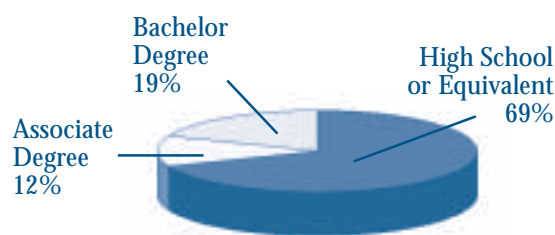
REQUIRED – 88% **PREFERRED – 12%** **NOT REQUIRED – 0%**

Required or preferred experience in this occupation ranges from 6 to 60 months or an average of 28 months. Other acceptable experience listed by responding employers includes in-house positions, secretary, and general office. Few of these employers (19%) will accept training as a substitute for experience.

TECHNICAL/VOCATIONAL TRAINING OR CERTIFICATION

REQUIRED – 6% **PREFERRED – 6%** **NOT REQUIRED – 88%**

Required or preferred training ranges from 1 to 24 months or an average of 13 months. Training includes business practices.

MINIMUM LEVEL OF EDUCATION REQUIRED**DESIRED COMPUTER SOFTWARE SKILLS**

Of the 16 responding employers, the following seek these skills:

- Word Processing (100%)
- Spreadsheet (88%)
- Database (25%)
- Desktop Publishing (6%)
- Other (44%) – Industry related programs, QuickBooks, and other accounting programs.

* Estimated projections are taken from First-Line Supervisors/Managers of Office & Administrative Support Workers, SOC 431011.

ADDITIONAL RESOURCES

- U.S. Department of Labor Occupational Outlook Handbook, 2002–2003 edition (<http://www.bls.gov/oco>)

IMPORTANT JOB QUALIFICATIONS AND SKILLS**TECHNICAL**

- Analyze and resolve worker and management conflicts and problems
- Apply disciplinary practices in office supervision
- Apply industry terms and concepts
- Apply intermediate business math (bookkeeping & budgeting)
- Assess employee skill levels
- Compile and prepare employee training materials
- Conduct staff meetings
- Coordinate duties and activities of staff
- Develop office procedures and policies
- Establish and evaluate employee performance standards
- Evaluate office operations & programs
- Interview & hire workers
- Keep records & maintain files
- Prepare business correspondence
- Use correct grammar, punctuation & spelling
- Develop budgets
- Use spreadsheet software
- Write and compile employee training materials

PERSONAL OR OTHER

- Apply interpersonal communication techniques
- Read and comprehend information quickly
- Work as a team member
- Work independently
- Work under pressure

PROJECTIONS**RESPONDING EMPLOYERS' TWO-YEAR PROJECTIONS**

Grow – 25% Remain Stable – 75% Decline – 0%

**EMPLOYMENT DEVELOPMENT DEPARTMENT
OCCUPATIONAL FORECAST 2001–2008**

Projected job openings for 7-year period: 780*

Due to growth – 330*

Due to separations – 450*

Projected job growth rate for 7-year period:

10.3%* (Slower than average)

Average growth rate for all occupations – 14.9%

Pharmacy Technicians

Employers Responded: 15 • Employees Covered: 54

Prepare medications under the direction of a pharmacist. May measure, mix, count out, label, and record amounts and dosages of medications.

WAGES AND BENEFITS

WAGES	RANGE	MEDIAN
New hires, no experience	\$7.00 to \$11.00	\$10.00
New hires, experienced	\$8.00 to \$13.00	\$11.00
Three years with firm	\$11.00 to \$18.00	\$15.00

BENEFITS	Employer Pays All	Share Cost	Employee Pays All
Medical Insurance	43%	50%	0%
Dental Insurance	7%	29%	7%
Vision Insurance	7%	29%	7%
Life Insurance	14%	29%	7%
Sick Leave	57%	7%	0%
Vacation	86%	7%	0%
Retirement Plan	14%	14%	0%
Child Care	0%	0%	7%
401K	14%	36%	0%

WHERE THE JOBS ARE

Drug Stores and Proprietary Stores
Hospitals

SIZE OF OCCUPATION

EDD estimated occupation size 2001–2008:
Small/Medium (340–460)

Gender ratio as reported by responding employers:
Female – 85% Male – 15%

OTHER INFORMATION

- All responding employers reported that wages *are not* subject to collective bargaining or union agreements.
- Many employees (57%) work full-time, 39 hours per week weighted average. Some employees (33%) work part-time, 25 hours per week weighted average.
- Shifts worked: Day – 100% Swing – 33%
On-call – 7%
- Few responding employers (20%) promote their employees to higher level positions.
- Skills important for career advancement:
Supervisory skills.

SUPPLY AND DEMAND

DEGREE OF DIFFICULTY IN FINDING QUALIFIED APPLICANTS

	Very Difficult	Moderately Difficult	Not Difficult
Experienced	●	○	○
Inexperienced	○	●	○

Due to high turnover, employer demand is considerably greater than the supply of qualified experienced applicants. Employers often cannot find qualified applicants when an opening exists. Qualified applicants encounter no competition in their job search.

Employer demand is somewhat greater than the supply of qualified inexperienced applicants. Employers may have some difficulty finding qualified applicants at times and applicants may find little competition in their job search.

HIRED IN THE PAST 12 MONTHS: 10 (6 firms)

SOURCE OF FILLED VACANCIES

Employees leaving 70%
Promotions 20%
New positions 10%

PRIMARY RECRUITMENT METHODS

Employee referrals 73%
Newspaper ads 73%
Walk-in applicants 47%
In-house promotions or transfers 40%

EMPLOYER REQUIREMENTS

EXPERIENCE

REQUIRED – 27% **PREFERRED – 60%** **NOT REQUIRED – 13%**

Required or preferred experience in this occupation ranges from 6 to 24 months or an average of 11 months. Other acceptable experience listed by responding employers includes Pharmacy Clerk. Some of these employers (38%) will accept training as a substitute for experience.

TECHNICAL/VOCATIONAL TRAINING OR CERTIFICATION

REQUIRED – 27% **PREFERRED – 13%** **NOT REQUIRED – 60%**

Required training is 8 to 12 months or an average of 11 months. Training includes a pharmacy technician program.

MINIMUM LEVEL OF EDUCATION REQUIRED



LEGALLY MANDATED REQUIREMENTS

Pharmacy Technician registration requires 1500 hours as a pharmacy clerk; one year and a minimum of 1500 hours performing duties of a pharmacy technician. — *California Professional & Business License Handbook, August 1999* (<http://www.dhs.ca.gov/Lnc/index.htm>)

Special License Requirements: Applicants may qualify for registration with an associate of arts degree in a field of study related to the duties of a pharmacy technician or by having completed an accredited pharmacy technician training course. (http://www.acinet.org/acinet/lois_start.asp)

DESIRED COMPUTER SOFTWARE SKILLS

Of the 15 responding employers, the following seek these skills:

- ✂ Word Processing (40%) ✂ Spreadsheet (7%)
- ✂ Database (7%)
- ✂ Other (67%) – Pharmacy software.

ADDITIONAL RESOURCES

- ✂ *Employment Development Department, California Labor Market Information* – Occupational Guide, No. 456 (<http://www.calmis.ca.gov/file/occguide/PHARMACY.HTM>)
- ✂ *O*Net* (<http://online.onetcenter.org>)
- ✂ *U.S. Department of Labor Occupational Outlook Handbook, 2002–2003 edition* (<http://www.bls.gov/oco>)

IMPORTANT JOB QUALIFICATIONS AND SKILLS

TECHNICAL

- ✂ Apply health and sanitation standards
- ✂ Apply quality assurance techniques
- ✂ Calculate weights and measurements
- ✂ Compile and maintain medical records
- ✂ Comprehend, apply, and communicate technical information
- ✂ Explain insurance forms
- ✂ Interpret prescriptions
- ✂ Label and store pharmaceutical supplies
- ✂ Order pharmaceutical supplies
- ✂ Post medical insurance billings
- ✂ Understand medical and pharmaceutical terminology
- ✂ Use cash registers
- ✂ Use computers to enter, access, and retrieve data

PHYSICAL

- ✂ Manual dexterity
- ✂ Good eyesight
- ✂ Good color perception

PERSONAL OR OTHER

- ✂ Apply and interpret written instructions
- ✂ Communicate effectively
- ✂ Detail oriented
- ✂ Provide customer service
- ✂ Work with close supervision
- ✂ Work independently
- ✂ Work under pressure

PROJECTIONS

RESPONDING EMPLOYERS' TWO-YEAR PROJECTIONS

Grow – 20% Remain Stable – 73% Decline – 7%

EMPLOYMENT DEVELOPMENT DEPARTMENT
OCCUPATIONAL FORECAST 2001–2008

Projected job openings for 7-year period: 190

Due to growth – 120

Due to separations – 70

Projected job growth rate for 7-year period:

35.3% (Much faster than average)

Average growth rate for all occupations – 14.9%

Physical Therapists

Employers Responded: 18 • Employees Covered: 164

Assess, plan, organize, and participate in rehabilitative programs that improve mobility, relieve pain, increase strength, and decrease or prevent deformity of patients suffering from disease or injury.

WAGES AND BENEFITS

WAGES	RANGE	MEDIAN
New hires, no experience	\$19.00 to \$35.00	\$24.93
New hires, experienced	\$25.05 to \$35.00	\$27.25
Three years with firm	\$23.01 to \$40.00	\$31.13

BENEFITS	Employer Pays All	Share Cost	Employee Pays All
Medical Insurance	71%	29%	0%
Dental Insurance	47%	24%	12%
Vision Insurance	18%	12%	18%
Life Insurance	47%	6%	12%
Sick Leave	94%	6%	0%
Vacation	94%	6%	0%
Retirement Plan	35%	6%	6%
Child Care	0%	0%	0%
401K	18%	35%	18%

WHERE THE JOBS ARE

Hospitals
Offices and Clinics of Health Practitioners
Home Health Care Services

SIZE OF OCCUPATION

EDD estimated occupation size 2001–2008:
Small/Medium (420–480)

Gender ratio as reported by responding employers:
Female – 65% Male – 35%

OTHER INFORMATION

- Almost all responding employers (89%) reported that wages *are not* subject to collective bargaining or union agreements.
- Many employees (51%) work full-time, 40 hours per week weighted average. Few (20%) employees work full-time, 34 hours per week weighted average. Some employees (26%) work part-time, 19 hours per week weighted average. Some employees (20%) are temporary or on-call, working 16 hours per week weighted average.
- Shifts worked: Day – 100% Swing – 6%
- Many responding employers (50%) promote their employees to higher level positions.
- Skills important for career advancement: Management skills, administrative skills, clinical expertise, and supervisory skills.

SUPPLY AND DEMAND

DEGREE OF DIFFICULTY IN FINDING QUALIFIED APPLICANTS

	Very Difficult	Moderately Difficult	Not Difficult
Experienced	●	○	○
Inexperienced	○	●	○

Employer demand is considerably greater than the supply of qualified experienced applicants. Employers often cannot find qualified applicants when an opening exists. Qualified applicants encounter no competition in their job search.

Employer demand is somewhat greater than the supply of qualified inexperienced applicants. Employers may have some difficulty finding qualified applicants at times and applicants may find little competition in their job search.

HIRED IN THE PAST 12 MONTHS: 41 (13 firms)

SOURCE OF FILLED VACANCIES

Employees leaving 42%
New positions 39%
Promotions 12%
Temporary, on call, or seasonal positions 7%

PRIMARY RECRUITMENT METHODS

Employee referrals 78%
Newspaper ads 61%
Colleges/Universities 44%

EMPLOYER REQUIREMENTS

EXPERIENCE

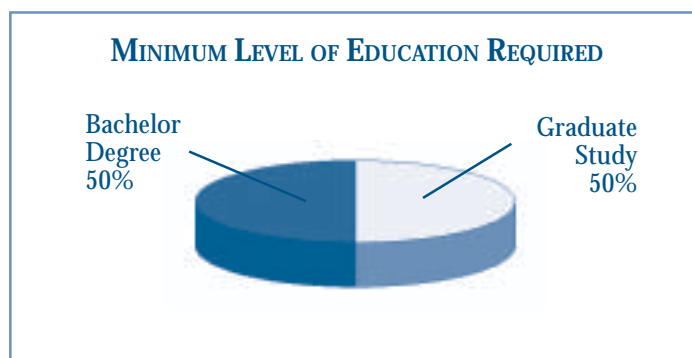
REQUIRED – 33% **PREFERRED – 39%** **NOT REQUIRED – 28%**

Required or preferred experience in this occupation ranges from 6 to 24 months or an average of 16 months. Few of these employers (15%) will accept training as a substitute for experience.

TECHNICAL/VOCATIONAL TRAINING OR CERTIFICATION

REQUIRED – 0% **PREFERRED – 0%** **NOT REQUIRED – 100%**

Required training for licensing is included in educational requirements listed below.



LEGALLY MANDATED REQUIREMENTS

The Physical Therapy Board licenses Physical Therapists who work in California. Licensing requirements are: Graduation from a Board-approved physical therapist education program. Foreign-educated candidates must meet academic requirements in Business and Professions Code, Section 2653. — *California Professional & Business License Handbook, August 1999* (<http://www.dhs.ca.gov/Lnc/index.htm>)

DESIRED COMPUTER SOFTWARE SKILLS

Of the 18 responding employers, the following seek these skills:

- Word Processing (39%)
- Database (6%) • Desktop Publishing (6%)
- Other (22%) – Meditech.

ADDITIONAL RESOURCES

- American Physical Therapy Association (<http://www.apta.org/>)
- Employment Development Department, California Labor Market Information – Occupational Guide, No. 117 (<http://www.calmis.ca.gov/file/occguide/PHYSTHER.HTM>)
- O*Net (<http://online.onetcenter.org>)
- Physical Therapy Board of California (<http://www.ptb.ca.gov>)
- U.S. Department of Labor Occupational Outlook Handbook, 2002–2003 edition (<http://www.bls.gov/oco>)

IMPORTANT JOB QUALIFICATIONS AND SKILLS

TECHNICAL

- Analyze medical data
- Apply health and sanitation standards
- Apply human anatomy and physiology knowledge
- Apply human disabilities theory
- Apply human growth and development theory
- Apply human kinesiology theory
- Apply massage therapy treatments
- Apply motivational techniques to physical therapy
- Apply neurology theory
- Apply recreation therapy principles
- Apply traction
- Conduct patient assessments
- Direct group rehabilitation activities
- Improve/develop patient work skills
- Maintain and compile medical records and charts
- Possession of Physical Therapists Certification
- Structure therapy treatments to patient need
- Teach medical self-care
- Understand needs of the elderly
- Use computers to enter, access, and retrieve data
- Use physical therapy equipment/materials

PERSONAL OR OTHER

- Lift at least 50 lbs.
- Apply interpersonal communication techniques
- Good observation skills
- Apply and interpret written instructions
- Good judgment
- Patience
- Work as a team member
- Work independently
- Work under stress

PROJECTIONS

RESPONDING EMPLOYERS' TWO-YEAR PROJECTIONS

Grow – 61% Remain Stable – 33% Decline – 6%

EMPLOYMENT DEVELOPMENT DEPARTMENT
OCCUPATIONAL FORECAST 2001–2008

Projected job openings for 7-year period: 140

Due to growth – 60

Due to separations – 80

Projected job growth rate for 7-year period:

14.3% (Average)

Average growth rate for all occupations – 14.9%

Respiratory Therapists

Employers Responded: 10* • Employees Covered: 177

Assess, treat, and care for patients with breathing disorders. Assume primary responsibility for all respiratory care modalities, including the supervision of respiratory therapy technicians. Initiate and conduct therapeutic procedures; maintain patient records; and select, assemble, check, and operate equipment.

* Almost all Respiratory Therapists are employed by hospitals. Consequently, the goal of 15 responding employers was not met.

WAGES AND BENEFITS

WAGES	RANGE	MEDIAN
New hires, no experience		
Non-union	*\$16.12 to \$18.00	\$16.74
Union	Insufficient data	
New hires, experienced		
Non-union	*\$14.18 to \$22.00	\$18.99
Union	\$20.00 to \$25.00	\$21.00
Three years with firm		
Non-union	\$19.05 to \$25.00	\$20.15
Union	\$24.00 to \$25.00	\$24.37

*Since not all employers hire workers at all levels of experience, this can produce wages that are out of pattern.

BENEFITS	Employer Pays All	Share Cost	Employee Pays All
Medical Insurance	60%	40%	0%
Dental Insurance	50%	50%	0%
Vision Insurance	30%	40%	10%
Life Insurance	70%	20%	0%
Sick Leave	90%	10%	0%
Vacation	100%	0%	0%
Retirement Plan	40%	10%	0%
Child Care	0%	0%	10%
401K	30%	40%	20%

SUPPLY AND DEMAND

DEGREE OF DIFFICULTY IN FINDING QUALIFIED APPLICANTS

	Very Difficult	Moderately Difficult	Not Difficult
Experienced	●	○	○
Inexperienced	●	○	○

Due to turnover employer demand is considerably greater than the supply of qualified experienced and inexperienced applicants. Employers often cannot find qualified applicants when an opening exists. Qualified applicants encounter no competition in their job search.

WHERE THE JOBS ARE

Hospitals

SIZE OF OCCUPATION

EDD estimated occupation size 2001–2008:
Small (230–290)

Gender ratio as reported by responding employers:
Male – 56% Female – 44%

OTHER INFORMATION

- Some responding employers (30%) reported that wages are subject to collective bargaining or union agreements.
- Many employees (58%) work full-time, 37 hours per week weighted average. Some employees (25%) are temporary or on-call, working 20 hours per week weighted average. Few employees (17%) work part-time, 24 hours per week weighted average.
- Shifts worked: Day – 100% Swing – 30% Graveyard – 50%
- All responding employers promote their employees to higher level positions.
- Skills and qualifications important for career advancement: Special care/critical care expertise, supervisory skills, and management skills.

HIRED IN THE PAST 12 MONTHS: 26 (8 firms)

SOURCE OF FILLED VACANCIES

Employees leaving 69%
Temporary, on call, or seasonal positions 19%
New positions 12%

PRIMARY RECRUITMENT METHODS

Newspaper ads 90%
Employee referrals 60%
Internet 30%
School/Program referrals 30%

EMPLOYER REQUIREMENTS

EXPERIENCE

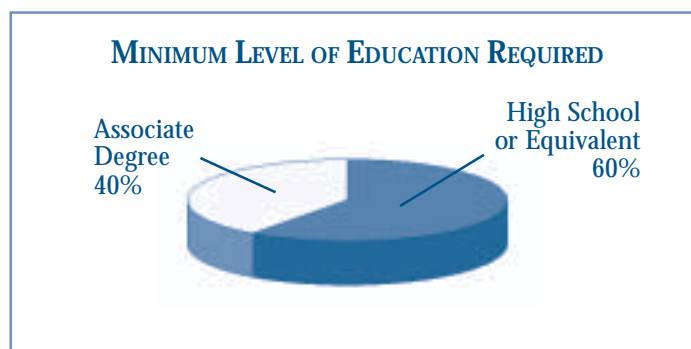
REQUIRED – 60% **PREFERRED – 40%** **NOT REQUIRED – 0%**

Required or preferred experience in this occupation ranges from 6 to 36 months or an average of 14 months. Some of these employers (30%) will accept training as a substitute for experience.

TECHNICAL/VOCATIONAL TRAINING OR CERTIFICATION

REQUIRED – 70% **PREFERRED – 0%** **NOT REQUIRED – 30%**

Required training is 12 to 24 months or an average of 21 months. Training includes respiratory therapist program for license. Out of 10 responding employers, 3 reported that the required respiratory program was included in the associate degree reported below.



LEGALLY MANDATED REQUIREMENTS

Respiratory Care Practitioner license requires graduation from a respiratory therapy school reviewed and approved by the Board. Applicants who have graduated must have received a C or better in each course in the respiratory curriculum and its prerequisites. The entry-level exam, "Certified Respiratory Therapy Technician" (CRTT), requires at least one year of approved training. The advanced exam, "Registered Respiratory Therapist" (RRT), can be taken by persons who have completed at least two years of approved training. This exam consists of a written and clinical simulation test. — *California Occupational Guide, No. 454; California Professional & Business License Handbook, August 1999* (<http://www.dhs.ca.gov/Lnc/default.htm>)

DESIRED COMPUTER SOFTWARE SKILLS

Of the 10 responding employers, the following seek these skills:

- 🔧 Word Processing (40%) 🔧 Spreadsheet (20%)
- 🔧 Database (20%) 🔧 Other (40%) – Medical programs.

ADDITIONAL RESOURCES

- 🔧 *Employment Development Department, California Labor Market Information – Occupational Guide, No. 454* (<http://www.calmis.ca.gov/file/occguid/RESPTHER.HTM>)
- 🔧 *O*Net* (<http://online.onetcenter.org>)
- 🔧 *U.S. Department of Labor Occupational Outlook Handbook, 2002–2003 edition* (<http://www.bls.gov/oco>)

IMPORTANT JOB QUALIFICATIONS AND SKILLS

TECHNICAL

- 🔧 Administer medications/treatments
- 🔧 Analyze medical data and laboratory results
- 🔧 Apply human anatomy and physiology knowledge
- 🔧 Apply infectious material procedures
- 🔧 Apply life support procedures
- 🔧 Apply pharmacological knowledge and terminology
- 🔧 Conduct patient assessments
- 🔧 Follow safety standards and precautions
- 🔧 Instruct patients on breathing exercises
- 🔧 Maintain and compile medical records and charts
- 🔧 Possession of Respiratory Therapists Certification
- 🔧 Set up and administer incubators
- 🔧 Set up and operate oxygen tents
- 🔧 Set up and operate resuscitators
- 🔧 Set up and operate ventilators
- 🔧 Structure therapy treatments to patient need
- 🔧 Teach patients on equipment and medical self-care
- 🔧 Understand and use medical terminology
- 🔧 Use clinical sterilizing techniques
- 🔧 Use computers to enter, access, and retrieve data

PERSONAL OR OTHER

- 🔧 Lift at least 50 lbs.
- 🔧 Apply interpersonal communication techniques
- 🔧 Apply and interpret written instructions
- 🔧 Good judgement
- 🔧 Mechanical aptitude
- 🔧 Patience
- 🔧 Strong sense of responsibility
- 🔧 Work as a team member
- 🔧 Work independently
- 🔧 Work precisely and accurately
- 🔧 Work under stress

PROJECTIONS

RESPONDING EMPLOYERS' TWO-YEAR PROJECTIONS

Grow – 50% Remain Stable – 50% Decline – 0%

EMPLOYMENT DEVELOPMENT DEPARTMENT
OCCUPATIONAL FORECAST 2001–2008

Projected job openings for 7-year period: 110

Due to growth – 60

Due to separations – 50

Projected job growth rate for 7-year period:

26.1% (Much faster than average)

Average growth rate for all occupations – 14.9%

For training providers in this occupation see the section on Training Providers by Occupation starting on page 104

Sheet Metal Workers

Employers Responded: 15 • Employees Covered: 233

Fabricate, assemble, install, and repair sheet metal products and equipment, such as ducts, control boxes, drainpipes, and furnace casings. Work may involve any of the following: setting up and operating fabricating machines to cut, bend, and straighten sheet metal; shaping metal over anvils, blocks, or forms using a hammer; operating soldering and welding equipment to join sheet metal parts; inspecting, assembling, and smoothing seams and joints of burred surfaces.

WAGES AND BENEFITS

WAGES	RANGE	MEDIAN
New hires, no experience		
Non-union	\$6.75 to \$10.00	\$7.00
Union	Insufficient data	
New hires, experienced		
Non-union	\$7.00 to \$15.00	\$11.21
Union	\$23.97 to \$30.00	\$27.39
Three years with firm		
Non-Union	\$8.50 to \$20.00	\$14.70
Union	\$23.97 to \$31.50	\$29.34

BENEFITS	Employer Pays All	Share Cost	Employee Pays All
Medical Insurance	33%	40%	0%
Dental Insurance	27%	20%	7%
Vision Insurance	27%	7%	0%
Life Insurance	27%	20%	7%
Sick Leave	13%	0%	0%
Vacation	60%	7%	0%
Retirement Plan	27%	20%	0%
Child Care	0%	0%	0%
401K	7%	33%	7%

SUPPLY AND DEMAND

DEGREE OF DIFFICULTY IN FINDING QUALIFIED APPLICANTS

	Very Difficult	Moderately Difficult	Not Difficult
Experienced	●	○	○
Inexperienced	○	●	○

Employer demand is considerably greater than the supply of qualified experienced applicants. Employers often cannot find qualified applicants when an opening exists and applicants encounter no competition in their job search. Employer demand is somewhat greater than the supply of inexperienced applicants. Employers may have some difficulty finding qualified applicants at times and applicants may find little competition in their job search.

WHERE THE JOBS ARE

Sheet Metal Work
Heating and Air-Conditioning
Siding and Sheet Metal Work

SIZE OF OCCUPATION

EDD estimated occupation size 2001–2008:
Medium (440–520)

Gender ratio as reported by responding employers:
Male – 95% Female – 5%

OTHER INFORMATION

- Some responding employers (20%) reported that wages *are* subject to collective bargaining or union agreements.
- Almost all employees (98%) work full-time, 40 hours per week weighted average.
- Shifts worked: Day – 100% Swing – 7% Graveyard – 7%
- Almost all responding employers (87%) promote their employees to higher level positions.
- Skills and qualifications important for career advancement: Supervisory/leadership skills, management skills, ability to learn on the job, motivated, reliability, and programming skills.

HIRED IN THE PAST 12 MONTHS: 45 (11 firms)

SOURCE OF FILLED VACANCIES

New positions 42%
Employees leaving 40%
Temporary, on call, or seasonal positions 11%
Promotions 7%

PRIMARY RECRUITMENT METHODS

Employee referrals 80%
Walk-in applicants 73%
Newspaper ads 53%

EMPLOYER REQUIREMENTS

EXPERIENCE

REQUIRED – 47% **PREFERRED – 40%** **NOT REQUIRED – 13%**

Required or preferred experience in this occupation ranges from 3 to 48 months or an average of 21 months. Some of these employers (38%) will accept training as a substitute for experience.

TECHNICAL/VOCATIONAL TRAINING OR CERTIFICATION

REQUIRED – 7% **PREFERRED – 7%** **NOT REQUIRED – 86%**

Required or preferred training ranges from 12 to 48 months or an average of 30 months. Training includes union apprenticeship program or sheet metal courses.

MINIMUM LEVEL OF EDUCATION REQUIRED

High School
or Equivalent
67%

Less than
High School
33%



DESIRED COMPUTER SOFTWARE SKILLS

Of the 15 responding employers, the following seek these skills:

- Word Processing (7%)
- Spreadsheet (7%)
- Other (33%) – Computer Numerical Control (CNC) or industry related programs.

ADDITIONAL RESOURCES

- *Employment Development Department, California Labor Market Information – Occupational Guide, No. 49* (<http://www.calmis.ca.gov/file/occguid/SHEETMET.HTM>)
- *O*Net* (<http://online.onetcenter.org>)
- *U.S. Department of Labor Occupational Outlook Handbook, 2002–2003 edition* (<http://www.bls.gov/oco>)

IMPORTANT JOB QUALIFICATIONS AND SKILLS

TECHNICAL

- Adhere to safety procedures
- Apply basic math (arithmetic, ratios, proportions, and conversions)
- Apply drafting and mechanical drawing knowledge and techniques
- Apply intermediate technical math (algebra, geometry, trigonometry, number sequences)
- Apply metal forming techniques and processes
- Apply quality assurance techniques
- Fabricate parts and items using sheet metal
- Lay out patterns on sheet metal
- Operate precision measuring devices, tools, and equipment
- Operate sheet metal fabrication machines
- Read blueprints and technical drawings
- Read schematics and specifications
- Recognize characteristics of metals
- Set up machine tools
- Smooth, sharpen, polish, or grind metal objects
- Use acetylene torch
- Weld metal parts

PHYSICAL

- Good eye-hand coordination
- Move and lift heavy objects

PERSONAL OR OTHER

- Mechanical aptitude
- Work as a team member
- Work independently
- Work under pressure

PROJECTIONS

RESPONDING EMPLOYERS' TWO-YEAR PROJECTIONS

Grow – 40% Remain Stable – 60% Decline – 0%

EMPLOYMENT DEVELOPMENT DEPARTMENT
OCCUPATIONAL FORECAST 2001–2008

Projected job openings for 7-year period: 150
 Due to growth – 80
 Due to separations – 70

Projected job growth rate for 7-year period:
 18.2% (Faster than average)
 Average growth rate for all occupations – 14.9%

For training providers in this occupation see the section on Training Providers by Occupation starting on page 104

Stock Clerks—Stockroom, Warehouse, or Storage Yard

Employers Responded: 15 • Employees Covered: 221

Receive, store, and issue materials, equipment, and other items from stockroom, warehouse, or storage yard. Keep records and compile stock reports.

Does not include Shipping and Receiving Clerks, SOC 435071.

Note: See page 63 for an explanation of Non-SOC occupations.

WAGES AND BENEFITS

WAGES	RANGE	MEDIAN
New hires, no experience	\$6.75 to \$13.14	\$10.00
New hires, experienced	\$6.75 to \$15.02	\$10.00
Three years with firm	\$6.75 to \$20.62	\$11.06

BENEFITS	Employer Pays All	Share Cost	Employee Pays All
Medical Insurance	13%	80%	0%
Dental Insurance	7%	67%	13%
Vision Insurance	13%	40%	0%
Life Insurance	53%	40%	7%
Sick Leave	80%	0%	0%
Vacation	100%	0%	0%
Retirement Plan	33%	13%	0%
Child Care	0%	0%	7%
401K	13%	67%	7%

SUPPLY AND DEMAND

DEGREE OF DIFFICULTY IN FINDING QUALIFIED APPLICANTS

	Very Difficult	Moderately Difficult	Not Difficult
Experienced	○	●	○
Inexperienced	○	○	●

Employer demand is somewhat greater than the supply of qualified experienced applicants. Employers may have some difficulty finding qualified applicants at times and applicants may find little competition in their job search.

Supply of qualified inexperienced applicants is considerably greater than demand, creating a very competitive job market for job applicants.

WHERE THE JOBS ARE

Retail and Wholesale Trades

SIZE OF OCCUPATION

EDD estimated occupation size 2001–2008:
Very large (3,820–4,190)*

Gender ratio as reported by responding employers:
Male – 82% Female – 18%

OTHER INFORMATION

- Almost all responding employers (87%) reported that wages *are not* subject to collective bargaining or union agreements.
- Most employees (71%) work full-time, 40 hours per week weighted average. Some employees (27%) work part-time, 26 hours per week weighted average.
- Shifts worked: Day – 100% Swing – 27%
Graveyard – 13%
- Almost all responding employers (87%) promote their employees to higher level positions.
- Skills important for career advancement: Supervisory skills, management skills, product knowledge, computer skills, ability to pay attention to detail, career oriented, and job proficiency.

HIRED IN THE PAST 12 MONTHS: 124 (11 firms)

SOURCE OF FILLED VACANCIES

Employees leaving 42%
Temporary, on call, or seasonal positions 41%
New positions 15%
Promotions 2%

PRIMARY RECRUITMENT METHODS

Newspaper ads 47%
Private employment agencies 40%
Employee referrals 33%
In-house promotions or transfers 33%
Walk-in applicants 33%

EMPLOYER REQUIREMENTS**EXPERIENCE**

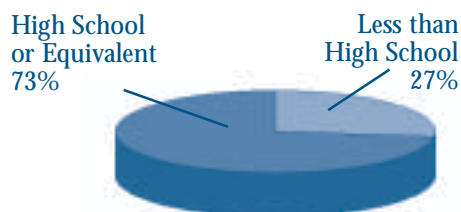
REQUIRED – 14% **PREFERRED – 53%** **NOT REQUIRED – 33%**

Preferred experience in this occupation ranges from 6 to 24 months or an average of 12 months. Other acceptable experience listed by responding employers includes in-house positions. Many of these employers (50%) will accept training as a substitute for experience.

TECHNICAL/VOCATIONAL TRAINING OR CERTIFICATION

REQUIRED – 0% **PREFERRED – 7%** **NOT REQUIRED – 93%**

Preferred training is 3 months for forklift certification.

MINIMUM LEVEL OF EDUCATION REQUIRED**DESIRED COMPUTER SOFTWARE SKILLS**

Of the 15 responding employers, the following seek these skills:

- Word Processing (13%)
- Spreadsheet (27%)
- Database (13%)
- Other (40%) – Inventory and industry related programs.

* Estimated projections are taken from Stock Clerks and Order Fillers, SOC 435081.

ADDITIONAL RESOURCES

- *Employment Development Department, California Labor Market Information – Occupational Guide, No. 74* (<http://www.calmis.ca.gov/file/occguide/CLERKSTK.HTM>)
- *O*Net* (<http://online.onetcenter.org>)
- *U.S. Department of Labor Occupational Outlook Handbook, 2002–2003 edition* (<http://www.bls.gov/oco>)

IMPORTANT JOB QUALIFICATIONS AND SKILLS**TECHNICAL**

- Adhere to safety procedures
- Apply material moving procedures and processes
- Keep records and maintain files
- Locate and retrieve merchandise from storage
- Manage inventories and supplies
- Operate forklift
- Organize goods and merchandise received into stock or inventory
- Prepare goods for shipment
- Read and process written or electronic orders for merchandise
- Receive and process returned merchandise
- Unpack, inventory, and store goods
- Use inventory control procedures
- Wrap and label products

PHYSICAL

- Move and lift heavy objects

PERSONAL OR OTHER

- Apply and interpret verbal instructions
- Communicate effectively
- Work as a team member
- Work independently
- Work under pressure
- Write legibly

PROJECTIONS**RESPONDING EMPLOYERS' TWO-YEAR PROJECTIONS**

Grow – 27% Remain Stable – 73% Decline – 0%

**EMPLOYMENT DEVELOPMENT DEPARTMENT
OCCUPATIONAL FORECAST 2001–2008**

Projected job openings for 7-year period: 1,430*

Due to growth – 370*

Due to separations – 1,060*

Projected job growth rate for 7-year period:

*9.7% (Slower than average)

Average growth rate for all occupations – 14.9%

Teacher Assistants

Employers Responded: 18 • Employees Covered: 490

Perform duties that are instructional in nature or deliver direct services to students or parents. Serve in a position for which a teacher or another professional has ultimate responsibility for the design and implementation of educational programs and services.

Other common job titles: Teacher's Aide, Instructional Assistants

WAGES AND BENEFITS

WAGES	RANGE	MEDIAN
New hires, no experience		
Non-union	*\$8.00 to \$10.02	\$8.83
Union	\$10.39 to \$11.61	\$11.17
New hires, experienced		
Non-union	*\$7.25 to \$12.00	\$10.50
Union	\$10.59 to \$12.63	\$11.98
Three years with firm		
Non-union	*\$8.00 to \$15.00	\$11.04
Union	\$11.98 to \$14.28	\$12.80

*Since not all employers hire workers at all levels of experience, this can produce wages that are out of pattern.

BENEFITS	Employer Pays All	Share Cost	Employee Pays All
Medical Insurance	7%	47%	0%
Dental Insurance	13%	40%	0%
Vision Insurance	13%	40%	0%
Life Insurance	13%	13%	0%
Sick Leave	60%	0%	0%
Vacation	53%	0%	0%
Retirement Plan	13%	20%	0%
Child Care	0%	7%	0%
401K	0%	13%	0%

WHERE THE JOBS ARE

Elementary and Secondary Schools
Child Day Care Services

SIZE OF OCCUPATION

EDD estimated occupation size 2001–2008:
Very large (3,380–4,060)

Gender ratio as reported by responding employers:
Female – 93% Male – 7%

OTHER INFORMATION

- Some responding employers (28%) reported that wages are subject to collective bargaining or union agreements.
- Most employees (75%) work part-time, 17 hours per week weighted average.
- Shifts worked: Day – 100%
- Many responding employers (50%) promote their employees to higher level positions.
- Skills and qualifications important for career advancement: Possession of pre-school teacher's permit or teacher's credential, and computer skills.

SUPPLY AND DEMAND

DEGREE OF DIFFICULTY IN FINDING QUALIFIED APPLICANTS

	Very Difficult	Moderately Difficult	Not Difficult
Experienced	○	○	●
Inexperienced	○	●	○

Supply of qualified experienced applicants is considerably greater than demand, creating a very competitive job market for job applicants. Employer demand is somewhat greater than the supply of "qualified" inexperienced applicants. Employers may have some difficulty finding qualified applicants at times and applicants may find little competition in their job search.

HIRED IN THE PAST 12 MONTHS: 69 (12 firms)

SOURCE OF FILLED VACANCIES

Employees leaving 48%
New positions 19%
Promotions 19%
Temporary, on call, or seasonal positions 14%

PRIMARY RECRUITMENT METHODS

Newspaper ads 61%
Employee referrals 61%
Walk-in applicants 61%
In-house promotions or transfers 44%
School/Program referrals 22%

EMPLOYER REQUIREMENTS

EXPERIENCE

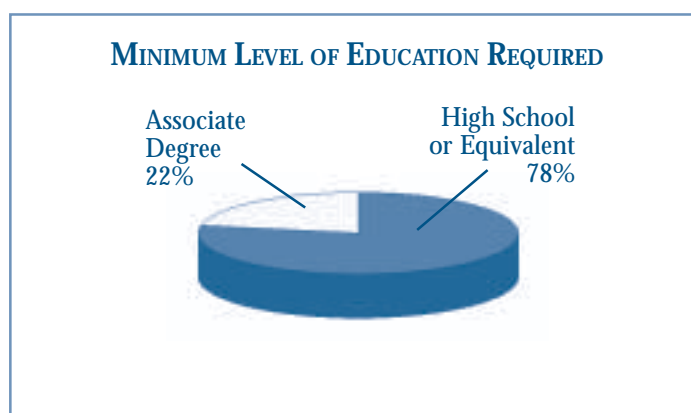
REQUIRED – 33% **PREFERRED – 45%** **NOT REQUIRED – 22%**

Required or preferred experience in this occupation ranges from 6 to 24 months or an average of 10 months. Other acceptable experience listed by responding employers includes child care or day care worker. Most of these employers (71%) will accept training as a substitute for experience.

TECHNICAL/VOCATIONAL TRAINING OR CERTIFICATION

REQUIRED – 17% **PREFERRED – 11%** **NOT REQUIRED – 72%**

Required training ranges from 6 to 24 months or an average of 14 months. Training includes Early Childhood Education units and 48 units of college work.



LEGALLY MANDATED REQUIREMENTS

The No Child Left Behind Act, passed on January 8, 2002, will require Teacher Assistants to get two years of college, or an associate's degree, or pass a competency test within four years.

DESIRED COMPUTER SOFTWARE SKILLS

Of the 18 responding employers, the following seek these skills:

- Word Processing (22%)

IMPORTANT JOB QUALIFICATIONS AND SKILLS

TECHNICAL

- Apply active listening techniques
- Apply childhood development theories
- Apply classroom management techniques
- Apply first aid procedures
- Apply teaching techniques in classroom
- Convert information into instructional program
- Evaluate student performance
- Maintain group discipline in an educational setting
- Maintain safe environment for children
- Oral reading skills
- Oversee and direct children's recreational play
- Pass a pre-employment examination
- Recognize student problems, including learning disabilities
- Use correct grammar, punctuation, and spelling
- Use principles of group dynamics

PERSONAL OR OTHER

- Communicate effectively
- Exercise patience
- Good judgment
- Initiative
- Understand a variety of cultures
- Work as a team member
- Work independently

PROJECTIONS

RESPONDING EMPLOYERS' TWO-YEAR PROJECTIONS

Grow – 17% Remain Stable – 83% Decline – 0%

ADDITIONAL RESOURCES

- Employment Development Department, California Labor Market Information – Occupational Guide, No. 502 (<http://www.calmis.ca.gov/file/occguide/TEACHAID.HTM>)
- O*Net (<http://online.onetcenter.org>)
- U.S. Department of Labor Occupational Outlook Handbook, 2002–2003 edition (<http://www.bls.gov/oco>)

EMPLOYMENT DEVELOPMENT DEPARTMENT
OCCUPATIONAL FORECAST 2001–2008

Projected job openings for 7-year period: 1,220

Due to growth – 680

Due to separations – 540

Projected job growth rate for 7-year period:

20.1% (Faster than average)

Average growth rate for all occupations – 14.9%

For training providers in this occupation see the section on Training Providers by Occupation starting on page 104

Truck Drivers, Heavy and Tractor-Trailer

Employers Responded: 17 • Employees Covered: 191

Drive a tractor-trailer combination or a truck with a capacity of at least 26,000 GVW, to transport and deliver goods, livestock, or materials in liquid, loose, or packaged form. May be required to unload truck. May require use of automated routing equipment. Requires commercial drivers' license.

WAGES AND BENEFITS

WAGES	RANGE	MEDIAN
New hires, no experience		
Non-union	\$9.38 to \$12.00	\$11.51
Union	Insufficient data	
New hires, experienced		
Non-union	\$9.00 to \$17.31	\$13.21
Union	\$13.45 to \$30.04	\$15.00
Three years with firm		
Non-Union	\$14.00 to \$18.27	\$15.82
Union	\$13.75 to \$32.04	\$17.65

BENEFITS	Employer Pays All	Share Cost	Employee Pays All
Medical Insurance	24%	71%	0%
Dental Insurance	35%	35%	12%
Vision Insurance	24%	29%	12%
Life Insurance	18%	29%	6%
Sick Leave	35%	0%	0%
Vacation	82%	0%	0%
Retirement Plan	24%	18%	6%
Child Care	0%	0%	6%
401K	0%	29%	12%

WHERE THE JOBS ARE

Trucking and Courier Services, except Air
Heavy Construction, except Highway and Street
Concrete Products

SIZE OF OCCUPATION

EDD estimated occupation size 2001–2008:
Very large (2,000–2,390)

Gender ratio as reported by responding employers:
Male – 100%

OTHER INFORMATION

- Some responding employers (29%) reported that wages are subject to collective bargaining or union agreements.
- Almost all employees (99%) work full-time, 43 hours per week weighted average.
- Shifts worked: Day – 100% Swing – 24% Graveyard – 18%
- Many responding employers (41%) promote their employees to higher level positions.
- Skills and qualifications important for career advancement: Supervisory/leadership skills, dispatching skills, management skills, and product knowledge.

SUPPLY AND DEMAND

DEGREE OF DIFFICULTY IN FINDING QUALIFIED APPLICANTS

	Very Difficult	Moderately Difficult	Not Difficult
Experienced	○	●	○
Inexperienced	●	○	○

Few responding employers, who recruit through union hall referrals, reported the demand is somewhat greater than the supply of qualified experience applicants. Employers may have some difficulty finding qualified applicants at times and applicants may find little competition in their job search. Employer demand is considerably greater than the supply of "qualified" inexperienced applicants. Employers often cannot find qualified applicants when an opening exists and qualified applicants encounter no competition in their job search.

HIRED IN THE PAST 12 MONTHS: 39 (10 firms)

SOURCE OF FILLED VACANCIES

Employees leaving 72%
New positions 23%
Promotions 5%

PRIMARY RECRUITMENT METHODS

Walk-in applicants 76%
Employee referrals 59%
Newspaper ads 53%

EMPLOYER REQUIREMENTS**EXPERIENCE**

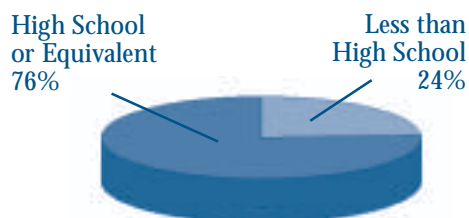
REQUIRED – 71% **PREFERRED – 29%** **NOT REQUIRED – 0%**

Required or preferred experience in this occupation ranges from 6 to 60 months or an average of 20 months. Few of these employers (12%) will accept training as a substitute for experience.

TECHNICAL/VOCATIONAL TRAINING OR CERTIFICATION

REQUIRED – 12% **PREFERRED – 24%** **NOT REQUIRED – 64%**

Required or preferred training ranges from 3 to 6 months or an average of 4 months. Training includes truck driving school.

MINIMUM LEVEL OF EDUCATION REQUIRED**LEGALLY MANDATED REQUIREMENTS**

In California, Truck Drivers must have a Class A driver's license to drive heavy trucks. All applicants must meet the following minimum requirements: have a good driving record; be at least 18 years old for driving within the state, or 21 years old to transport out of state cargo; pass a medical examination. All drivers must pass written exams and road driving tests, and meet the State licensing and driving requirements for the truck being driven.

DESIRED COMPUTER SOFTWARE SKILLS

Of the 17 responding employers, the following seek these skills:

- Word Processing (6%)
- Spreadsheet (6%)

ADDITIONAL RESOURCES

- *Employment Development Department, California Labor Market Information – Occupational Guide, No. 255*
(<http://www.calmis.ca.gov/file/occguides/TRUCKDVR.HTM>)
- *O*Net* (<http://online.onetcenter.org>)
- *U.S. Department of Labor Occupational Outlook Handbook, 2002–2003 edition* (<http://www.bls.gov/oco>)

IMPORTANT JOB QUALIFICATIONS AND SKILLS**TECHNICAL**

- Adhere to safety procedures
- Adjust driving time to workload levels
- Adjust to variables on route
- Apply intermediate math (bookkeeping & budgeting)
- Apply loading and unloading procedures
- Apply local and regional geographical knowledge to transportation
- Apply State/Federal regulations to surface transportation
- Communicate using telephone/two-way radio
- Complete safety reports
- Follow established traffic and transportation procedures
- Follow written and verbal geographic directions
- Keep records and maintain files
- Meet deadlines
- Operate material moving and loading equipment
- Pass a pre-employment medical test
- Possess commercial driving license
- Practice defensive driving
- Read maps
- Use automated routing or locating software
- Use global positioning systems (GPS)
- Use weighing & measuring devices in transportation

PERSONAL OR OTHER

- Move and lift heavy objects
- Apply and interpret written instructions
- Communicate effectively
- Provide customer service
- Mechanical aptitude
- Work as a team member
- Work independently
- Work under pressure

PROJECTIONS**RESPONDING EMPLOYERS' TWO-YEAR PROJECTIONS**

Grow – 29% Remain Stable – 71% Decline – 0%

**EMPLOYMENT DEVELOPMENT DEPARTMENT
OCCUPATIONAL FORECAST 2001–2008**

Projected job openings for 7-year period: 600

Due to growth – 390

Due to separations – 210

Projected job growth rate for 7-year period:

19.5% (Faster than average)

Average growth rate for all occupations – 14.9%

Veterinary Technologists and Technicians

Employers Responded: 15 • Employees Covered: 34

Perform medical tests in a laboratory environment for use in the treatment and diagnosis of diseases in animals. Prepare vaccines and serums for prevention of diseases. Prepare tissue samples, take blood samples, and execute laboratory tests, such as urinalysis and blood counts. Clean and sterilize instruments and materials and maintain equipment and machines.

Does not include Veterinary Assistants, SOC 319096.

WAGES AND BENEFITS

WAGES	RANGE	MEDIAN
New hires, no experience	\$10.00 to \$13.00	\$11.00
New hires, experienced	\$11.00 to \$14.00	\$12.00
Three years with firm	\$12.00 to \$18.00	\$15.00

BENEFITS	Employer Pays All	Share Cost	Employee Pays All
Medical Insurance	54%	38%	0%
Dental Insurance	15%	0%	8%
Vision Insurance	8%	15%	0%
Life Insurance	8%	0%	0%
Sick Leave	54%	0%	0%
Vacation	85%	8%	0%
Retirement Plan	31%	8%	0%
Child Care	0%	0%	0%
401K	15%	8%	0%

WHERE THE JOBS ARE

Veterinary Services

SIZE OF OCCUPATION

EDD estimated occupation size 2001–2008:
Small (170–190)

Gender ratio as reported by responding employers:
Female – 97% Male – 3%

OTHER INFORMATION

- All responding employers reported that wages *are not* subject to collective bargaining or union agreements.
- Most employees (62%) work full-time, 39 hours per week weighted average, and some employees (21%) work full-time 30 hours per week weighted average.
- Shifts worked: Day – 93% Swing – 7%
Graveyard – 7% Evening – 7%
- Most responding employers (60%) promote their employees to higher level positions.
- Skills and qualifications important for career advancement: Job performance, client oriented, office management skills, and supervisory skills.

SUPPLY AND DEMAND

DEGREE OF DIFFICULTY IN FINDING QUALIFIED APPLICANTS

	Very Difficult	Moderately Difficult	Not Difficult
Experienced	●	○	○
Inexperienced	●	○	○

Employer demand is considerably greater than the supply of qualified experienced and inexperienced applicants. Employers often cannot find qualified applicants when an opening exists. Qualified applicants encounter no competition in their job search.

HIRED IN THE PAST 12 MONTHS: 4 (3 firms)

SOURCE OF FILLED VACANCIES

Promotions 50%
Employees leaving 25%
New positions 25%

PRIMARY RECRUITMENT METHODS

Newspaper ads 73%
Employee referrals 67%
Walk-in applicants 60%

EMPLOYER REQUIREMENTS

EXPERIENCE

REQUIRED – 60% **PREFERRED – 20%** **NOT REQUIRED – 20%**

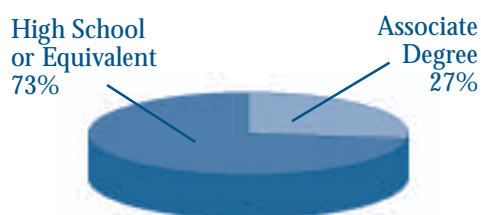
Required or preferred experience in this occupation ranges from 6 to 36 months or an average of 21 months. Other acceptable experience listed by responding employers includes veterinary assistant. Most of these employers (75%) will accept training as a substitute for experience.

TECHNICAL/VOCATIONAL TRAINING OR CERTIFICATION

REQUIRED – 54% **PREFERRED – 33%** **NOT REQUIRED – 13%**

Required or preferred training ranges from 12 to 24 months or an average of 22 months. Training includes veterinary technician program.

MINIMUM LEVEL OF EDUCATION REQUIRED



LEGALLY MANDATED REQUIREMENTS

Although registration is not mandatory to work in California, it can improve job opportunities and career development. Additionally, only registered technicians are allowed to perform procedures such as induce anesthesia, suture wounds, and do certain other procedures. — *Occupational Outlook Guide, No. 401*. Certification for Animal Health Technicians (Veterinary) requires the completion of a 2-year approved animal health technician program or equivalent. X-ray certification by the California Department of Health Services, Radiology Section, is no longer a requirement for certification as an Animal Health Technician. — *California Professional & Business License Handbook, August 1999, page 75* (<http://www.dhs.ca.gov/Lnc/default.htm>)

DESIRED COMPUTER SOFTWARE SKILLS

Of the 15 responding employers, the following seek these skills:

- Word Processing (47%) • Spreadsheet (7%)
- Database (13%)
- Other (80%) – Avi-Mark, DV Max, and other veterinary programs.

ADDITIONAL RESOURCES

- *Employment Development Department, California Labor Market Information – Occupational Guide, No. 401*
(<http://www.calmis.ca.gov/file/occguid/VETTECH.HTM>)
- *O*Net* (<http://online.onetcenter.org>)
- *U.S. Department of Labor Occupational Outlook Handbook, 2002–2003 edition* (<http://www.bls.gov/oco>)

IMPORTANT JOB QUALIFICATIONS AND SKILLS

TECHNICAL

- Administer animal immunology
- Administer medications/treatments
- Apply animal psychology
- Apply infectious materials procedures
- Assist in surgery
- Blood drawing skills
- Collect specimens for medical tests
- Follow laboratory procedures
- Give emergency resuscitation
- Instrument sterilization skills
- Keep records and maintain files
- Operate precision laboratory equipment
- Possession of Veterinary Technician certificate
- Recognize animal diseases
- Schedule and make appointments
- Understand and use medical terminology
- Use computer

PHYSICAL

- Lift at least 50 lbs.

PERSONAL OR OTHER

- Communicate effectively
- Detail oriented
- Good observation skills
- Work as a team member
- Work independently
- Work under pressure

PROJECTIONS

RESPONDING EMPLOYERS' TWO-YEAR PROJECTIONS

Grow – 47% Remain Stable – 53% Decline – 0%

EMPLOYMENT DEVELOPMENT DEPARTMENT
OCCUPATIONAL FORECAST 2001–2008

Projected job openings for 7-year period: 50

Due to growth – 20

Due to separations – 30

Projected job growth rate for 7-year period:

11.8% (Slower than average)

Average growth rate for all occupations – 14.9%

Web Designers/Developers and Administrators (Webmasters)

Employers Responded: 16 • Employees Covered: 68

Responsible for creating the computer driven interface environment, and therefore, the way in which the user interfaces with the product. Designers not only develop the desktop icon and other visual symbols and cues, but also the parts of the environment that the user experiences with his or her other senses, including what the user can hear and touch. Internet Administrators use concepts and principles of Graphical User Interfaces (GUI), various popular operating systems (e.g. UNIX), Common Gateway Interface (CGI) languages such as PERL, C++, Hypertext Mark-Up Language (HTML), in addition to knowledge of graphic design, desktop publishing, and database software.

Note: See page 63 for an explanation of Non-SOC occupations.

WAGES AND BENEFITS

WAGES	RANGE	MEDIAN
New hires, no experience	\$10.00 to \$17.74	\$14.38
New hires, experienced	\$13.50 to \$31.25	\$22.24
Three years with firm	\$15.82 to \$36.06	\$25.89

Note: Web Administrators are at the higher end of the wage range.

BENEFITS	Employer Pays All	Share Cost	Employee Pays All
Medical Insurance	25%	69%	0%
Dental Insurance	19%	69%	0%
Vision Insurance	19%	56%	0%
Life Insurance	25%	50%	0%
Sick Leave	63%	13%	0%
Vacation	75%	19%	0%
Retirement Plan	38%	19%	0%
Child Care	6%	0%	0%
401K	6%	50%	0%

SUPPLY AND DEMAND

DEGREE OF DIFFICULTY IN FINDING QUALIFIED APPLICANTS

	Very Difficult	Moderately Difficult	Not Difficult
Experienced	○	●	○
Inexperienced	○	○	●

Due to growth, employer demand is somewhat greater than the supply of experienced applicants. Employers may have some difficulty finding qualified applicants at times and applicants may find little competition in their job search. Supply of qualified inexperienced applicants is considerably greater than demand, creating a very competitive job market for job applicants.

WHERE THE JOBS ARE

Computer Programming and other Computer Related Services
Advertising Agencies
Commercial Art and Graphic Design

SIZE OF OCCUPATION

EDD estimated occupation size 2001–2008:
Data is not available.

Gender ratio as reported by responding employers:
Male – 79% Female – 21%

OTHER INFORMATION

- Almost all responding employers (88%) reported that wages *are not* subject to collective bargaining or union agreements.
- Almost all employees (96%) work full-time, 42 hours per week weighted average.
- Shifts worked: Day – 100% Graveyard – 6%
- Most responding employers (69%) promote their employees to higher level positions.
- Skills and qualifications important for career advancement: Supervisory/management skills, keeping up with new technical developments, advertising and marketing skills, good customer relations, information technology management skills, programming skills, and project management skills.

HIRED IN THE PAST 12 MONTHS: 18 (6 firms)

SOURCE OF FILLED VACANCIES

New positions 72%
Employees leaving 16%
Promotions 6%
Temporary, on call, or seasonal positions 6%

PRIMARY RECRUITMENT METHODS

Internet 75%
Employee referrals 56%
Newspaper ads 56%
In-house promotions or transfers 31%

EMPLOYER REQUIREMENTS**EXPERIENCE**

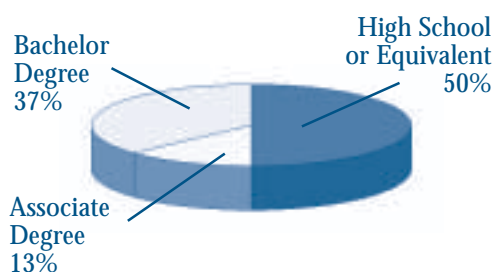
REQUIRED – 81% **PREFERRED – 19%** **NOT REQUIRED – 0%**

Required or preferred experience in this occupation ranges from 12 to 48 months or an average of 27 months. Some of these employers (31%) will accept training as a substitute for experience.

TECHNICAL/VOCATIONAL TRAINING OR CERTIFICATION

REQUIRED – 0% **PREFERRED – 38%** **NOT REQUIRED – 62%**

Preferred training ranges from 6 to 12 months or an average of 10 months. Training includes web design courses.

MINIMUM LEVEL OF EDUCATION REQUIRED**DESIRED COMPUTER SOFTWARE SKILLS**

Of the 16 responding employers, the following seek these skills:

- Word Processing (69%) • Spreadsheet (31%)
- Database (44%) • Desktop Publishing (38%)
- Other (100%) – HTML, Photoshop, JavaScript, Dreamweaver, Illustrator, ASP, Visual Basic, SQL, CGI, Flash, FrontPage, Macromedia, and UNIX.

IMPORTANT JOB QUALIFICATIONS AND SKILLS**TECHNICAL**

- Analyze information and data to create web pages
- Apply marketing techniques
- Apply page layout and composition techniques
- Assess web site security needs and implement security measures
- Design effective web site navigation features
- Develop effective web site content
- Develop and implement animated graphics and sound effects
- Identify viewer issues and interests
- Maintain quality assurance standards
- Proficient in Hyper Text Markup Language (HTML)
- Research and develop external hyperlinks
- Use Common Gateway Interface (CGI) languages
- Use computer design and graphics software
- Use correct grammar, punctuation, and spelling
- Use desktop publishing software
- Use web design software
- Use word processing software
- Utilize cookie technology
- Utilize e-commerce software

PERSONAL OR OTHER

- Apply interpersonal communication techniques
- Creative and innovative
- Good color perception
- Manage multiple priorities
- Meet deadlines
- Pay close attention to detail
- Work as a team member
- Work independently
- Work under pressure

PROJECTIONS**RESPONDING EMPLOYERS' TWO-YEAR PROJECTIONS**

Grow – 44% Remain Stable – 56% Decline – 0%

ADDITIONAL RESOURCES

- Employment Development Department, California Labor Market Information – Occupational Guide, No. 559 (<http://www.calmis.ca.gov/file/occguide/WEBMASTR.HTM>)
- O*Net (<http://online.onetcenter.org>)
- U.S. Department of Labor Occupational Outlook Handbook, 2002–2003 edition (<http://www.bls.gov/oco>)

**EMPLOYMENT DEVELOPMENT DEPARTMENT
OCCUPATIONAL FORECAST 2001–2008**

This is a non-SOC occupation and projections are not available that accurately reflect the employment growth and trends in Ventura County.

Wholesale and Retail Buyers, Except Farm Products

Employers Responded: 15 • Employees Covered: 33

Buy merchandise or commodities, other than farm products, for resale to consumers at the wholesale or retail level, including both durable and nondurable goods. Analyze past buying trends, sales records, price, and quality of merchandise to determine value and yield. Select, order, and authorize payment for merchandise according to contractual agreements. May conduct meetings with sales personnel and introduce new products.

Does not include Purchasing Agents, SOC 131023

WAGES AND BENEFITS

WAGES	RANGE	MEDIAN
New hires, no experience	Insufficient data	
New hires, experienced	\$10.00 to \$23.97	\$15.00
Three years with firm	\$12.50 to \$33.56	\$20.00

BENEFITS	Employer Pays All	Share Cost	Employee Pays All
Medical Insurance	40%	47%	7%
Dental Insurance	7%	33%	27%
Vision Insurance	7%	27%	7%
Life Insurance	40%	7%	7%
Sick Leave	73%	0%	0%
Vacation	93%	7%	0%
Retirement Plan	20%	7%	0%
Child Care	0%	7%	0%
401K	20%	33%	20%

SUPPLY AND DEMAND

DEGREE OF DIFFICULTY IN FINDING QUALIFIED APPLICANTS

	Very Difficult	Moderately Difficult	Not Difficult
Experienced	●	○	○
Inexperienced	○	○	●

Employer demand is considerably greater than the supply of qualified experienced applicants. Employers often cannot find qualified applicants when an opening exists and qualified applicants encounter no competition in their job search. Supply of qualified inexperienced applicants is considerably greater than demand, creating a very competitive job market for job applicants.

WHERE THE JOBS ARE

Wholesale Trade
Retail Trade
Lumber and Other Building Materials

SIZE OF OCCUPATION

EDD estimated occupation size 2001–2008:
Small (350–350)

Gender ratio as reported by responding employers:
Male – 79% Female – 21%

OTHER INFORMATION

- ☛ All responding employers reported that wages *are not* subject to collective bargaining or union agreements.
- ☛ All employees work full-time, 42 hours per week weighted average.
- ☛ Shifts worked: Day – 100% Swing – 7%
- ☛ Most responding employers (73%) promote their employees to higher level positions.
- ☛ Skills and qualifications important for career advancement: Industry or product knowledge, management skills, administrative skills, sales ability, customer service skills, and organizational skills.

Hired in the Past 12 Months: 3 (2 firms)

SOURCE OF FILLED VACANCIES

Employees leaving 67%
New positions 33%

PRIMARY RECRUITMENT METHODS

Newspaper ads 60%
In-house promotions or transfers 53%
Employee referrals 47%

EMPLOYER REQUIREMENTS

EXPERIENCE

REQUIRED – 87% **PREFERRED – 13%** **NOT REQUIRED – 0%**

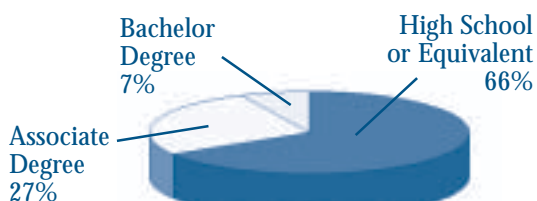
Required or preferred experience in this occupation ranges from 6 to 60 months or an average of 34 months. Other acceptable experience listed by responding employers includes other in-house positions. Some of these employers (20%) will accept training as a substitute for experience.

TECHNICAL/VOCATIONAL TRAINING OR CERTIFICATION

REQUIRED – 0% **PREFERRED – 13%** **NOT REQUIRED – 87%**

Preferred training ranges from 6 to 12 months or an average of 9 months. Training includes certificated purchasing program.

MINIMUM LEVEL OF EDUCATION REQUIRED



DESIRED COMPUTER SOFTWARE SKILLS

Of the 15 responding employers, the following seek these skills:

- Word Processing (47%)
- Spreadsheet (47%)
- Database (47%)
- Desktop Publishing (7%)
- Other (60%) – Industry related or inventory programs.

ADDITIONAL RESOURCES

- *Employment Development Department, California Labor Market Information* – Occupational Guide, No. 118 (<http://www.calmis.ca.gov/file/occguid/BUYER.HTM>)
- *O*Net* (<http://online.onetcenter.org>)
- *U.S. Department of Labor Occupational Outlook Handbook, 2002–2003 edition* (<http://www.bls.gov/oco>)

IMPORTANT JOB QUALIFICATIONS AND SKILLS

TECHNICAL

- Analyze and monitor sales activity and trends
- Apply intermediate business math (bookkeeping and budgeting)
- Apply product knowledge to marketing of goods
- Complete purchase requisitions
- Comprehend, apply and communicate technical information
- Develop pricing strategy
- Keep records and maintain files
- Manage inventories and supplies
- Monitor consumer and marketing trends
- Price merchandise
- Recognize and evaluate product quality
- Use appraisal techniques when purchasing or trading merchandise
- Use computers to enter, access and retrieve data
- Use computers to organize and locate inventory
- Use electronic purchasing systems
- Use inventory control procedures
- Use spreadsheet software

PERSONAL OR OTHER

- Apply decision making techniques
- Apply interpersonal communication techniques
- Work as a team member
- Work independently
- Work under pressure

PROJECTIONS

RESPONDING EMPLOYERS' TWO-YEAR PROJECTIONS

Grow – 13% Remain Stable – 87% Decline – 0%

EMPLOYMENT DEVELOPMENT DEPARTMENT
OCCUPATIONAL FORECAST 2001–2008

Projected job openings for 7-year period: 80

Due to growth – 0

Due to separations – 80

Projected job growth rate for 7-year period:

0% (Remain stable)

Average growth rate for all occupations – 14.9%

For training providers in this occupation see the section on Training Providers by Occupation starting on page 104

CCOIS PROGRAM METHODOLOGY

SELECTION OF OCCUPATIONS

The following criteria were used by Workforce Administration staff to narrow down the list of occupations to be surveyed:

- ✦ Occupations having a substantial employment base in Ventura County;
- ✦ A substantial number of projected job openings in Ventura County;
- ✦ A mix of professional, technical, clerical, and blue collar occupations.

For the first two of these criteria, occupational forecast tables prepared by the California Employment Development Department (EDD) were reviewed. These tables provided past, present, and future employment by occupation and projected job growth rates for occupations in Ventura County. Based on these tables and knowledge of other local labor market information, occupations were selected for public input.

A preliminary list of occupations was developed and sent to representatives of vocational training programs, educational institutions, economic development organizations, employers, members of the Workforce Investment Board, Ventura County Workforce staff and LMID staff. With input from these organizations, occupations were dropped and others added until a final list of 25 occupations to be studied was selected.

EMPLOYER SAMPLE SELECTION

An automated employer sample was developed for each occupation. LMID staff, using detailed data bases on employers and occupational staffing within industries, chose a representative sample of employers for each of the occupations. The samples are drawn to include a mix of large, medium, and small firms.

Another consideration in drawing the sample was to identify the industry classification. Industry classifications are identified to include major employers in the occupation and as many industries as is practical to represent the distribution of the selected occupations. Industries are classified by the Standard Industrial Classification (SIC) Manual. Every firm in the state is classified in one or more of the nine detailed industry categories, according to the products or services they render.

Workforce Administration staff carefully reviewed and modified this sample. Employers were added and deleted, as appropriate, to obtain an initial sample of 30 to 40 employers who would receive questionnaires in each of the 25 occupations studied.

QUESTIONNAIRES

Standardized questionnaires were used for all occupations. A supplemental question, regarding skills important to the occupation, was developed and added to the Ventura County questionnaire.

SURVEY PROCEDURES

The survey of employers was conducted according to the following standardized procedures:

✦ Workforce Administration staff began by attempting to verify and obtain phone numbers for each employer on the finalized list of employers proposed for the study. Employers were eliminated from the list at this time because they were no longer in business, had no local address, or a phone number could not be verified without extraordinary efforts.

✦ Employers were then called to verify company name and address, confirm that they employed workers in the occupation, obtain the name of a contact person, describe the study, and encourage participation. Employers were eliminated if they did not employ workers in the occupation or if they employed only family members.

✦ Employers willing to participate in the survey were mailed or faxed a questionnaire. Employers not responding were contacted by telephone, encouraged to return the questionnaire, and given the opportunity to complete the questionnaire over the telephone.

✦ All completed surveys were reviewed by the CCOIS Coordinator to ensure accuracy and completeness. Employers were contacted if the answer(s) was unclear or conflicted with other answers or information obtained about the occupation.

✦ If a sufficient number of responses could not be obtained in a reasonable time with the finalized list of up to 40 employers, additional employers were added to the list based on the size of the firm and industry and knowledge of local firms.

✦ A minimum of 15 responding employers for each occupation was used to ensure integrity of survey results. This goal was met or exceeded in all occupations, except for Respiratory Therapists.

✦ In addition to contacting employers, staff used the Internet, contacted labor unions, training providers, and occupational associations for specific information about an occupation.

DATA ENTRY, ANALYSIS, TABULATIONS, AND RESULTS

Survey responses were entered into a database. The data were tabulated by an automated system to allow for systematic and consistent review of the survey responses. Data were analyzed by the CCOIS Program Coordinator and occupational summaries were prepared. The occupational data and profiles were approved by the EDD/LMID Site Analyst. Each occupational summary provides information on wages, benefits, training, education, employer hiring requirements, size of the occupation, employment trends, supply/demand assessment, and other information.

DEFINITIONS AND TERMINOLOGY

KEY TERMS

When reference is made to responding employers in the occupational summaries, the following definitions apply:

<i>All employers</i>	100%
<i>Almost all employers</i>	80% up to but not including 100%
<i>Most employers</i>	60% up to but not including 80%
<i>Many employers</i>	40% up to but not including 60%
<i>Some employers</i>	20% up to but not including 40%
<i>Few employers</i>	Less than 20%

In a few cases, the percentages may not add up to 100% due to rounding and computerized conversion of the information. Although information is shown to the nearest whole number for ease of comparison, the reader should not interpret this as an indication of precision (ranges are also considered to be representative).

Unless otherwise noted, responses to open-ended questions are included in the summary if listed by more than one employer or by a firm employing a large number of workers (50% or more of the total employees in the summary).

OCCUPATIONAL TITLES AND DEFINITIONS

SOC occupations: Titles, definitions, and codes are from the Standard Occupational Classification (SOC) system developed by the U.S. Department of Labor's Bureau of Labor Statistics (BLS). Occupations are listed alphabetically by SOC titles, and the 6-digit SOC code number identifies each occupation.

The Standard Occupational Classification (SOC) system has replaced the Occupational Employment Statistics (OES) classification system. The SOC was developed in response to a growing need for a universal occupational classification system. Such a classification system allows government agencies and private industry to produce comparable data. It is designed to cover all occupations in which work is performed for pay or profit, reflecting the current occupational structure in the United States.

Non-SOC occupations included in this report: Non-SOC occupations are new or emerging occupations. SOC numbers were not developed for these occupations prior to selection. Non-SOC numbers and definitions are developed by the State to make sure the CCOIS does not duplicate non-SOC codes or descriptions. Non-SOC occupations included in this report are Office Managers; Stock Clerks–Stockroom, Warehouse, and Storage Yard; and Web Designers/Developers and Administrators (Webmasters). EDD projections are not available for Non-SOC occupations. When information is available from other sources, the reference is noted.

WAGES AND BENEFITS

Wages: The wage data enables a comparison of salary range and median across occupations. The data is not intended to represent official prevailing wages. Ranges and median wages are based primarily on employer surveys and contracts with unions or collective bargaining agreements. Wages included in this report are those paid by employers participating in the survey for employees at three levels of experience. The report does not include extreme wages. Wages are expressed in a range of high, low, and median. The median represents the midpoint of the ranges of salaries reported with an equal number of higher and lower salaries. Two wage sections occur when the percent of union employers is from 20% to 80%. All wages have been converted to an hourly rate. Federal minimum wage standards of \$6.75 were used for this report. Although wages are shown to the nearest cent for ease of comparison, the reader should not interpret this as an indication of precision.

Wage data collected reflect the following definitions:

New hires, no experience – Wages paid to persons, trained or untrained, but without paid experience in the occupation.

New to firm, experienced – Wages paid to journey-level or experienced persons just starting at the firm.

Three years with firm – Wages generally paid to persons with more than three years of journey-level experience at the firm.

Other forms of compensation: Other forms of compensation are included when reported by 20% or more responding employers.

Benefits: Benefit information is based on the total number of responding employers in the occupation. When 50% or more of the workers in an occupation work part-time, benefits for part-time employees are also reported.

WHERE THE JOBS ARE

Key industries that employ in each of the SOC occupations are listed. Industry titles are taken from the Standard Industrial Classification (SIC) Manual. A listing of the major employing industries in each occupation is found in Table IV of the Occupational Forecast Tables supplied by LMID/EDD. When an occupation is employed by a wide variety of industries, those industries employing the greatest number of persons in the occupation are identified in the report. Industries which are not on the forecast list, but responded in significant numbers, are included in the report.

SIZE OF OCCUPATION

EDD estimated occupation size: The terms below are used to describe the size of the occupation relative to the estimated total number of non-agricultural workers in Ventura County. SOC occupational size is taken from the EDD Projections of Employment, Table 6, and is measured using the following scale:

<i>Small</i>	Less than 438
<i>Medium</i>	438–875
<i>Large</i>	876–1,898
<i>Very large</i>	1,899 and above

Gender ratio as reported by responding employers: The ratio for male and female employees is stated as a percentage of the workers represented in the occupation surveyed.

SUPPLY AND DEMAND

Degree of difficulty in finding qualified applicants: Supply and demand refers to the relative difficulty responding employers experience in locating qualified experienced applicants and inexperienced qualified workers in the occupation. A weighted average is calculated from the number of firms responding to the survey. The following terms are used in assessing the local supply and demand situation:

Very difficult – Employer demand is considerably greater than supply of qualified applicants. Employers often cannot find qualified applicants when an opening exists. Qualified applicants encounter no competition in their job search.

Moderately difficult – Employer demand is somewhat greater than the supply of qualified applicants. Employers may have some difficulty finding qualified applicants at times. Qualified applicants encounter little competition in their job search.

Not difficult – Supply of qualified applicants is considerably greater than demand, creating a very competitive job market for applicants.

Hired in the past 12 months and source of filled vacancies: Data under this section reflects only the information collected from responding employers.

Primary recruitment methods: Information listed in this section lists the most common methods utilized by responding employers in recruiting their employees. The top three categories, from highest to lowest, are reported. When there are equal values, both values are reported. See questionnaire on page 66 for reporting options.

EMPLOYER REQUIREMENTS

Experience and Training: This category represents prior work experience, required or preferred, and specific training, required or preferred, as reported by responding employers. Related work experience and training, required or preferred, is listed by a range of months and average months. Other acceptable experience is included in the summaries, if reported by more than one employer or a large employer, and is listed in the order of frequency reported. The percentage of employers that will substitute training for experience is based on the number of firms that do require or prefer experience.

Education: While minimum educational requirements have been shown as employers expressed them, these educational requirements are not always essential for the performance of the job duties. Because the lack of education will create a barrier with some employers, employers' educational statements have been included in this report.

Desired computer software skills: Percentages for desired software skills are based on the number of employers responding to the question. Other computer skills are listed if they are reported by more than one employer, by a large employer, or are significant to the occupation, and are listed in the order of reported frequency.

Legally mandated requirements: California state requirements for licensing, permit issuance, registration, and certification are based on the *California Professional & Business License Handbook, August 1999*. California Occupational Guides were also referenced for all survey years. Generally, requirements are for vocations involving extensive training. (<http://www.dhs.ca.gov/Lnc/default.htm>)

Important job qualifications and skills: Skills information was compiled for each occupation from LMID's Skills Research Program, Employment Development Department's California Occupational Guides, the Oregon Labor Market Information System (OLMIS), the O*Net database, and other sources of occupational information. A supplemental question was developed for employer response. Skills rated as important by 50 percent or more employers are included in the report. Not all skills may be required by specific employers, nor may they comprise a complete list. This section indicates some of the most important qualifications, including technical skills, physical skills, personal skills, and other qualifications.

New skills needed: New skills are included in the summary, if reported by two or more employers.

PROJECTIONS

Projections for firm's employment as reported by responding employers: Responding employers reported as to whether the occupation surveyed was expected to grow, remain stable, or decline over the next 24 months. Responses are listed as percentages.

EDD Occupational Forecast 2001–2008: Employment forecasts and projections are based on tables developed by EDD/LMID specifically for Ventura County and are updated every two years. Unless otherwise noted, employment trends are projected to five years in the future. Employment trends are subject to many unforeseen factors and can change. Absolute job growth means the number of jobs that are anticipated to be added or subtracted during the forecast period. Fastest job growth, or percentage change, can be deceptive. A large percentage change does not necessarily mean a large number of jobs if the size of the occupation is small. Projection tables on pages 68 and 69 rank the top fifty occupations in these categories for Ventura County.

Projected job openings: Listed figures include estimated job openings as a result of job growth and separations during the forecast period.

Projected job growth rate: EDD projects the average growth rate for all occupations in Ventura County to be 14.9% for the forecast period of 2001 through 2008. The following standard terms describe the expected new job growth rate (percentage change), within each occupation, in relation to the overall employment growth for Ventura County:

Much faster than average

1.50 time average or more 22.4% or more

Faster than average

1.10 to but not including 1.50 times average . 16.4% to 22.3%

Average

0.90 to but not including 1.10 times average . 13.5% to 16.3%

Slower than average

0.10 to but not including 0.90 times average ... 1.5% to 13.4%

Remain stable

- 0.10 to but not including 0.10 times average 0% to 1.4%

Slow decline

Less than - 0.10 times average Less than zero

OTHER INFORMATION

Union Status: Reported is the percentage of responding employers that pay union wages. Union wages are included in the wage summary when 20% or more of responding firms employ workers that are subject to collective bargaining or union agreements.

Hours worked: The number of hours worked per week is based on the State's weighted average formula and calculated by the number of employees. When 20% or more of the employees work part-time, temporary, on call, or seasonal, this information is included in the summary.

Shifts worked: The top three reported categories are included in the report.

Promotional opportunities: Reported is the percentage of responding employers that do promote their employees to higher level positions.

Skills and qualifications important for career advancement: Skills important for career advancement are listed if they are reported by more than one employer, or by a large employer, and are listed in the order of frequency reported. Reported skills already listed under Employment Requirements are not included.

ADDITIONAL RESOURCES

- *Employment Development Department, California Labor Market Information* (<http://www.calmis.ca.gov>)
- *O*Net* (<http://online.onetcenter.org>)
- *U.S. Department of Labor Occupational Outlook Handbook 2002–2003 edition* (<http://bls.gov/oco.htm>)



Please return completed questionnaire to:
 County of Ventura Workforce Administration, CCOIS Unit
 505 Poli Street Phone: (805) 652-7892
 Ventura, CA 93001 Fax: (805) 652-7842

ALL RESPONSES ARE KEPT STRICTLY CONFIDENTIAL
Whom should we contact with any further questions?

Name: _____
 Positions: _____
 Phone: _____ Fax: _____

CONTACT LABEL

ELEMENTARY SCHOOL TEACHERS (252021)

Special Education Teachers teach elementary and secondary school subjects to educationally and physically handicapped students. Includes teachers who specialize and work with audibly and visually handicapped students and those who teach basic academic and life processes skills to the mentally retarded.

Does your firm employ any individual performing the duties in the occupation described above? ☐ Yes ☐ No

If yes, please complete this survey for the occupation described.

If no, please return this questionnaire to the above address.

If your firm has multiple locations, please confine your answers to locations in Ventura County.

1. What job title(s) does your firm use for these duties? _____

2a. How many employees does your firm currently have in this occupation? _____

2b. In this occupation, how many are: Male? _____ Female? _____

2c. In this occupation, how many current employees are there; and, on average, how many weekly hours do they work?

Regular, Full Time: _____	Average Weekly Hours Worked: _____
Regular, Part Time: _____	Average Weekly Hours Worked: _____
Temporary/On Call: _____	Average Weekly Hours Worked: _____
Seasonal: _____	Average Weekly Hours Worked: _____

3. In your firm, what shifts are available for this occupation? (check all that apply)

☐ Day ☐ Swing ☐ Graveyard ☐ Other (Please specify): _____

4. Has your firm hired in this occupation within the last 12 months? ☐ Yes ☐ No

If yes, How many were hired to fill vacancies resulting from promotions within your firm? _____

How many were hired to fill vacancies resulting from people in permanent positions leaving your firm? _____

How many were hired to fill new permanent positions resulting from growth? _____

How many were hired to fill temporary, on call or seasonal positions? _____

5a. During the last 12 months, did your firm's employment in this occupation: (Check one)

☐ Decline ☐ Remain Stable ☐ Grow

5b. Over the next 24 months, do you expect your firm's employment in this occupation to: (Check one)

☐ Decline ☐ Remain Stable ☐ Grow

6. When you hire applicants for this occupation, is prior experience in this occupation required?

☐ Yes ☐ No ☐ Not required, but preferred

If yes or preferred, how much experience in this occupation is required/preferred? _____ (months)

Is experience in other occupations accepted? ☐ Yes ☐ No

If yes, please specify: Occupation: _____ months _____

7. If prior experience is required when you hire applicants for this occupation, please indicate how difficult it is for your firm to find fully qualified applicants.

(Circle one) Not Difficult = 1 2 3 4 = Difficult

8. If prior experience is not required when you hire applicants for this occupation, please indicate how difficult it is for your firm to find qualified applicants.

(Circle one) Not Difficult = 1 2 3 4 = Difficult

9. Does your firm accept training as a substitute for experience in this occupation? ☐ Yes ☐ No

If yes, how many months of training can generally be substituted? _____ (months)

10. Is technical or vocational training required prior to employment in this occupation?

☐ Yes ☐ No ☐ Not required, but preferred

If yes or preferred, what kind of training is required/preferred? _____ months _____

SAMPLE CCOIS EMPLOYER QUESTIONNAIRE

11. What is the minimum level of education your firm requires when hiring an applicant in this occupation? (Check one).

- ☐ Less than high school diploma ☐ High school diploma or equivalent
☐ Associate Degree (2 year) ☐ Bachelor Degree (4 year) ☐ Graduate Study

12a. What is the usual income earned by your firm's employees in this occupation at the following levels of skill and experience?

Base Wage or Salary

New hires, no experience (trained or untrained): \$ _____

New hires who are experienced: \$ _____

Experienced employees after 3 years: \$ _____

Please check one: ☐ Hour ☐ Week ☐ Month ☐ Year

If yearly, is salary based on a 52-week year? ☐ Yes ☐ No If no, indicate days, weeks, or months worked per year. _____

If yearly, is salary based on a 40-hour week? ☐ Yes ☐ No If no, how many hours per week is the salary based on? _____ hours

12b. For other compensation, if applicable, please indicate the average overall earnings and types(s) of compensation.

New hires, no experience (trained or untrained): \$ _____

New hires who are experienced: \$ _____

Experienced employees after 3 years: \$ _____

Please check one: ☐ Hour ☐ Week ☐ Month ☐ Year

Type of Compensation: ☐ Commission ☐ Tips ☐ Bonus ☐ Piece Rate ☐ Other (Please specify): _____

13. Are the wages for employees in this occupation subject to a collective bargaining or union agreement?

☐ Yes ☐ No If yes, what is the name of the union or local number? _____

14. Please check which benefits your firm offers full-time (FT) and part-time (PT) employees in this occupation and which best describes who pays for them:

	Employer Pays All		Share Cost		Employee Pays All		Not Provided	
	FT	PT	FT	PT	FT	PT	FT	PT
Medical Insurance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dental Insurance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vision Insurance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Life Insurance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sick Leave	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vacation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Retirement Plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Child Care	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other (Please Specify):	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

15a. Does your firm ever promote employees in this occupation to higher level positions? ☐ Yes ☐ No

If yes, what are the titles of the positions to which they may be promoted?

15b. What skills are important for career advancement?

16. What computer software skills, if any, does your firm seek in applicants for this occupation? (Check all that apply)

- ☐ None ☐ Word Processing ☐ Spreadsheet ☐ Database ☐ Desktop Publishing ☐ Other (Please specify): _____
 Specify Software _____

17. What other new skills are needed to perform the duties of this occupation? (Please include any that are not listed in question 21)

18. When your firm hires employees for this occupation, which are the top three most successful recruitment methods?

- ☐ In-house promotions or transfers ☐ Newspaper ads ☐ Internet
☐ EDD ☐ Walk-in applicants ☐ Colleges/Universities
☐ School/program referrals ☐ Union hall referrals ☐ Employee referrals
☐ Private employment agencies ☐ Trade journals ☐ Other (Please specify): _____

19. Are you aware of any new, changing, or emerging occupations in your industry? ☐ Yes ☐ No

If yes, please specify: _____

20. Would you like to receive a complimentary copy of the survey results for this occupation? ☐ Yes ☐ No

OCCUPATIONS WITH THE *GREATEST* ABSOLUTE JOB GROWTH*

VENTURA COUNTY 2001–2008

OCCUPATIONS	2001	2008	NEW JOBS	PERCENT CHANGE
Retail Salespersons	9,710	11,140	1,430	14.7
Customer Service Representatives	4,220	5,410	1,190	28.2
Combined Food Preparation & Serving Workers, Including Fast Foods	4,720	5,800	1,080	22.9
Office Clerks, General	7,920	9,000	1,080	13.6
Cashiers	7,250	8,300	1,050	14.5
Waiters and Waitresses	5,360	6,290	930	17.4
Landscaping and Groundskeeping Workers	3,090	3,780	690	22.3
Teacher Assistants	3,380	4,060	680	20.1
General and Operations Managers	4,560	5,180	620	13.6
Janitors and Cleaners, Except Maids and Housekeeping Cleaners	4,010	4,630	620	15.5
Shipping, Receiving, and Traffic Clerks	3,000	3,600	600	20.0
Laborers and Freight, Stock, and Material Movers, Hand	4,160	4,630	470	11.3
Packaging and Filling Machine Operators and Tenders	900	1,350	450	50.0
Computer Support Specialists	860	1,300	440	51.2
Packers and Packagers, Hand	3,000	3,430	430	14.3
Registered Nurses	3,140	3,560	420	13.4
Secondary School Teachers, Except Special and Vocational Education	2,440	2,840	400	16.4
First-Line Supervisors/Managers of Retail Sales Workers	2,760	3,160	400	14.5
Executive Secretaries and Administrative Assistants	3,390	3,790	400	11.8
Computer Software Engineers, Systems Software	900	1,290	390	43.3
Team Assemblers	3,200	3,590	390	12.2
Truck Drivers, Heavy and Tractor-Trailer	2,000	2,390	390	19.5
Financial Managers	1,430	1,810	380	26.6
Elementary School Teachers, Except Special Education	2,990	3,360	370	12.4
Receptionists and Information Clerks	2,800	3,170	370	13.2
Stock Clerks and Order Fillers	3,820	4,190	370	9.7
Security Guards	2,680	3,040	360	13.4
Construction Laborers	2,080	2,440	360	17.3
First-Line Supervisors/Managers of Office and Administrative Support Workers	3,200	3,530	330	10.3
Carpenters	2,060	2,390	330	16.0
Bookkeeping, Accounting, and Auditing Clerks	4,090	4,410	320	7.8
Inspectors, Testers, Sorters, Samplers, and Weighers	1,950	2,240	290	14.9
Truck Drivers, Light or Delivery Services	1,740	2,030	290	16.7
Accountants and Auditors	1,650	1,930	280	17.0
Maintenance and Repair Workers, General	2,590	2,870	280	10.8
Sales Representatives, Wholesale & Manufacturing, Except Technical & Scientific Products	2,640	2,910	270	10.2
Automotive Service Technicians and Mechanics	1,600	1,870	270	16.9
Medical Assistants	1,050	1,300	250	23.8
Child Care Workers	1,180	1,430	250	21.2
First-Line Supervisors/Managers of Production and Operating Workers	1,770	2,020	250	14.1
Cooks, Restaurant	1,440	1,680	240	16.7
Network and Computer Systems Administrators	450	680	230	51.1
Computer Software Engineers, Applications	520	740	220	42.3
Biological Technicians	430	640	210	48.8
Bill and Account Collectors	850	1,060	210	24.7
Claims Adjusters, Examiners, and Investigators	1,050	1,250	200	19.0
Food Preparation Workers	1,470	1,670	200	13.6
Maids and Housekeeping Cleaners	1,240	1,440	200	16.1
Nursing Aides, Orderlies, and Attendants	1,700	1,890	190	11.2
Electricians	920	1,110	190	20.7

*Excludes "All Other" occupational groups.

<http://www.calmis.cahwnet.gov/file/occproj/ventuf&g.htm>

OCCUPATIONS WITH THE *FASTEST* JOB GROWTH RATE*

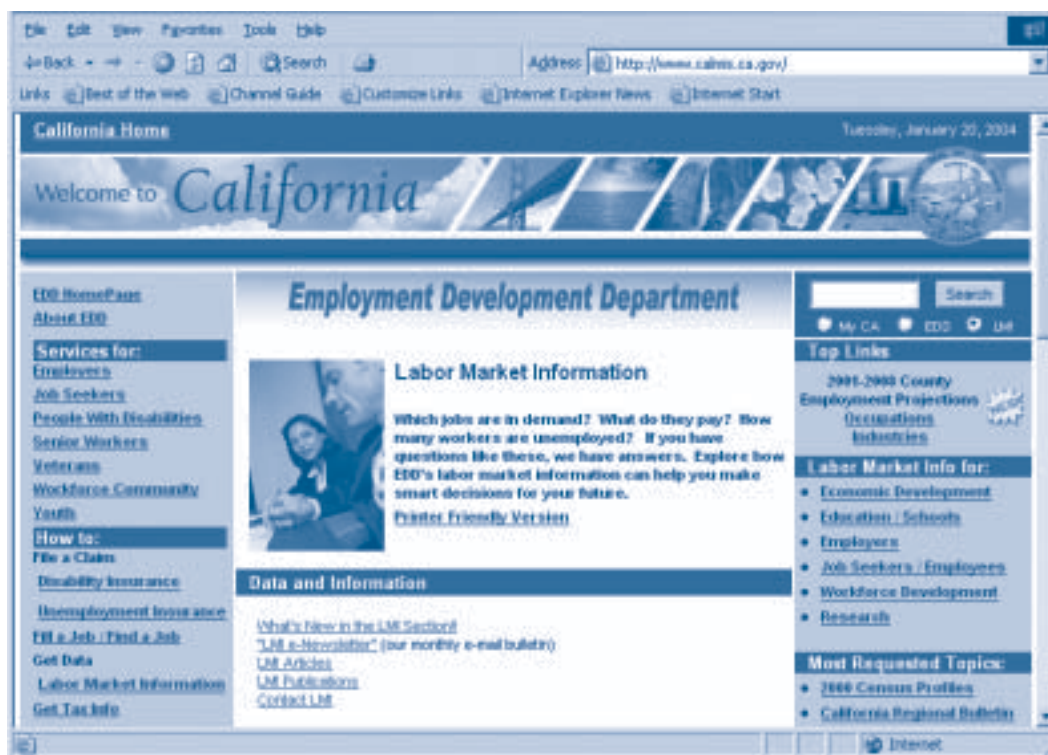
VENTURA COUNTY 2001–2008

OCCUPATIONS	2001	2008	NEW JOBS	PERCENT CHANGE
Computer Support Specialists	860	1,300	440	51.2
Network and Computer Systems Administrators	450	680	230	51.1
Packaging and Filling Machine Operators and Tenders	900	1,350	450	50.0
Biological Technicians	430	640	210	48.8
Computer Software Engineers, Systems Software	900	1,290	390	43.3
Computer Software Engineers, Applications	520	740	220	42.3
Vocational Education Teachers, Postsecondary	460	640	180	39.1
Pharmacy Technicians	340	460	120	35.3
Securities, Commodities, and Financial Services Sales Agents	430	580	150	34.9
Computer and Information Systems Managers	400	520	120	30.0
Special Education Teachers, Preschool, Kindergarten, Elementary Schools	370	480	110	29.7
Customer Service Representatives	4,220	5,410	1,190	28.2
Computer Systems Analysts	650	830	180	27.7
Clergy	220	280	60	27.3
Hotel, Motel, and Resort Desk Clerks	370	470	100	27.0
Financial Managers	1,430	1,810	380	26.6
Marketing Managers	460	580	120	26.1
Personal and Home Care Aides	460	580	120	26.1
Respiratory Therapists	230	290	60	26.1
Sales Managers	620	780	160	25.8
Bill and Account Collectors	850	1,060	210	24.7
Medical Assistants	1,050	1,300	250	23.8
Pharmacists	510	630	120	23.5
Library Technicians	260	320	60	23.1
Editors	260	320	60	23.1
Combined Food Preparation and Serving Workers, Including Fast Foods	4,720	5,800	1,080	22.9
Database Administrators	220	270	50	22.7
Speech-Language Pathologists	220	270	50	22.7
Landscaping and Groundskeeping Workers	3,090	3,780	690	22.3
Machine Feeders and Offbearers	460	560	100	21.7
Fitness Trainers and Aerobics Instructors	610	740	130	21.3
Welders, Cutters, Solderers, and Brazers	610	740	130	21.3
Child Care Workers	1,180	1,430	250	21.2
Special Education Teachers, Secondary School	240	290	50	20.8
Floor Layers, Except Carpet, Wood, and Hard Tiles	240	290	50	20.8
Structural Iron and Steel Workers	240	290	50	20.8
Computer-Controlled Machine Tool Operators, Metal and Plastic	240	290	50	20.8
Electricians	920	1,110	190	20.7
Helpers—Installation, Maintenance, and Repair Workers	390	470	80	20.5
Teacher Assistants	3,380	4,060	680	20.1
Shipping, Receiving, and Traffic Clerks	3,000	3,600	600	20.0
Industrial Production Managers	550	660	110	20.0
Educational, Vocational, and School Counselors	500	600	100	20.0
Weighers, Measurers, Checkers, and Samplers, Recordkeeping	200	240	40	20.0
Security and Fire Alarm Systems Installers	200	240	40	20.0
Truck Drivers, Heavy and Tractor-Trailer	2,000	2,390	390	19.5
Medical and Public Health Social Workers	360	430	70	19.4
Helpers—Brickmasons, Blockmasons, Stonemasons, and Tile and Marble Setters	360	430	70	19.4
Claims Adjusters, Examiners, and Investigators	1,050	1,250	200	19.0
Financial Analysts	210	250	40	19.0

*Excludes "All Other" occupational groups and occupations with employment of less than 200 in 2001.

<http://www.calmis.cahwnet.gov/file/occproj/ventuf&g.htm>

EMPLOYMENT DEVELOPMENT DEPARTMENT LABOR MARKET INFORMATION DIVISION



<http://www.calmis.ca.gov>

Occupational Outlook Reports
are available for all counties from the
Occupational Outlook Reports section of the web site.

Training Provider Directory

Your source for occupational training information

VENTURA COUNTY

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*This directory was developed to
assist local employment training
personnel, job seekers, career
counselors, and employers to
identify available training
resources in Ventura County.*

The directory has current information
on schools providing occupational
training in Ventura County.

DIRECTORY INFORMATION

Training providers are listed by
school type with the following
information:

- School name and address
- School phone and fax number
- Web Site
- Accreditation
- Degrees and/or certification offered
- Programs offered

CTEP DATABASE

*Almost all training providers in this
directory will be included in the up-
dated California Training & Educa-
tion Providers (CTEP) database.*

Did you know...?

The California Training & Education
Providers (CTEP) can be accessed via the
California Career Resource Center
(CalCRN). <http://www.soicc.ca.gov/ctep>

The CTEP is easy to use. It is designed to
provide point-and-click access to connect
the user to over 3,600 profiles. It allows
search by occupational title, training
program, type of school, geographic
region, and by custom search criteria.
This version also provides Internet links to
schools, school map directions, and
regional transit web pages. CTEP uses
Classification of Programs (CIP) codes. An
updated CIP taxonomy is expected in the
fall of 2003.

Listing of training providers in this publication does not constitute approval by Workforce Administration to provide vocational training as a Workforce Investment Act (WIA) Eligible Training Provider. The County of Ventura accepts no responsibility or liability for the accuracy of training program information. The Employment Development Department (EDD) does not endorse the schools listed in the California Training and Education Provider (CTEP). Please note that training programs may change frequently and we recommend contacting the schools to verify the information listed in the profile.



UNIVERSITIES

Graduate & Professional Schools

AZUSA PACIFIC UNIVERSITY – VENTURA REGIONAL CENTER

445 E. Esplanade Dr., Oxnard, CA 93030

PHONE: Main (805) 677-5825, Admission (800) 825-5278

FAX: (805) 604-1581

WEB SITE: <http://www.apu.edu>

ACCREDITATION: California Commission on Teacher Credentials, Western Association of Schools and Colleges

OFFERED: State Credential, State Certificate, Bachelor's degree, Master's degree, Doctorate



PROGRAMS

- ✦ *Cross-cultural Language and Academic Development (CLAD) – Certificate*
- ✦ *Educational Leadership (Doctorate of Education)*
- ✦ *Education – Teaching, Educational Technology (B.A., M.A.), Education Technology (M.A.), Physical Education, Special Education (M.A.), School Administration, Pupil Personnel Services (M.A.)*
- ✦ *Human Development (B.A.)*
- ✦ *Library Media Teacher Credential*
- ✦ *Physical Education (M.S.)*
- ✦ *Organizational Leadership (B.S.)*
- ✦ *Teaching Credential – Single-Subject, Multiple-Subject, Preliminary and Professional Administrative Services, Special Education – Mild/Moderate Disabilities Specialist*

CALIFORNIA STATE UNIVERSITY CHANNEL ISLANDS (CSUCI)

One University Drive, Administration Bldg., Camarillo, CA 93012-8584

PHONE: (805) 437-8400

FAX: (805) 437-8424

WEB SITE: <http://www.csuci.edu>

ACCREDITATION: Western Association of Schools and Colleges

OFFERED: Continuing Education, Bachelor's degree, Master's degree, Doctorate



PROGRAMS

- ✦ *Art*
- ✦ *Biology*
- ✦ *Business*
- ✦ *Computer Science*
- ✦ *Education – Single Subject Credentials (Mathematics and English), Multiple-Subject Credential, Special Education Credential, Education Administration Credential, Masters in Education*
- ✦ *Environmental Science and Resource Management*
- ✦ *History*
- ✦ *Liberal Studies*
- ✦ *Psychology*
- ✦ *Certificate Programs – Production & Inventory Management, Human Resource Certification, Certified Payroll Professional*

CALIFORNIA LUTHERAN UNIVERSITY

60 West Olsen Road #1350, Thousand Oaks, CA 91360

PHONE: Main (805) 493-3135, Admission (877) 258-3678

FAX: (805) 493-3114

WEB SITE: <http://www.callutheran.edu>

ACCREDITATION: Accrediting Commission for Senior Colleges and Universities, California Commission on Teacher Credentials, Western Association of Schools and Colleges

OFFERED: State Credential, State Certificate, Bachelor's degree, Master's degree (undergraduate and graduate), Doctorate



PROGRAMS

- Accounting
- Art – Applied Arts, Design, Art History, Art Education
- Biochemistry & Molecular Biology
- Biological Science – Pre-Med, Pre-Dental, Pre-Veterinary, Marine Biology, Ecology, Genetics, Botany, Physiology
- Bioengineering
- Business Administration – Finance, Management, Marketing, International Business, Small Business Entrepreneurship, Information Technology
- Chemistry
- Communication – Journalism, Media Production, Advertising/Public Relations
- Computer Information Systems
- Computer Science
- Criminal Justice
- Drama – Performance, Technical Theatre, Generalist/Education
- Economics
- Education – Curriculum and Instruction, Teacher Preparation, Education Administration, Counseling and Guidance, Special Education
- Education Leadership (Doctorate)
- English
- Environmental Science
- Exercise Science and Sports
- Foreign Languages
- Geology
- History
- Interdisciplinary Studies
- International Studies
- Kinesiology – Teaching, Corporate Physical Fitness, Recreation
- Liberal Studies
- Marketing Communication
- Mathematics
- Multimedia
- Music
- Philosophy
- Physics
- Political Science
- Pre-Law
- Pre-Seminary
- Pre-Physical Therapy
- Psychology – Family & Child Development, Public Policy, Law & Criminal Behavior, Business/Organizational Psychology, Business/Marketing, BioPsychology
- Religion
- Social Sciences
- Sociology
- Sports Medicine – Athletic Training, Pre-Physical Therapy

EMBRY-RIDDLE AERONAUTICAL

Mailing Address: P. O. Box 42354, NBVC Pt. Mugu, Port Hueneme, 93044-4654

Physical Address: Bldg. 116, 311 Main Rd., Ste. 1, Point Mugu, CA, 93042-5001

PHONE: (805) 271-9691

FAX: (805) 271-1255

WEB SITE: <http://www.ec.erau.edu>

ACCREDITATION: Bureau for Private Postsecondary and Vocational Education, Southern Association of Colleges and Schools

OFFERED: Certificate, Associate degree, Bachelor's degree, Master's degree



PROGRAMS

- ✦ *Aeronautical Science (M.A.S.)*
- ✦ *Management in Technical Operations (B.S.M.T.O.)*
- ✦ *Professional Aeronautics (A.S., B.S., M.P.A.)*
- ✦ *Science and Management (M.S.)*

LEARNING TREE UNIVERSITY – Continuing Education

72 Moody Ct., Thousand Oaks, CA 91360

PHONE: (805) 497-2292

FAX: (805) 497-0467

WEB SITE: <http://www.ltuonline.com>

ACCREDITATION: Accrediting Counsel for Continuing Education and Training, Bureau for Private Postsecondary and Vocational Education

OFFERED: Professional Certificate



PROGRAMS OR COURSES

- ✦ *Art and Design – Graphic Design & Visual Communications, Web Design, 3D Animation and Special Effects, Fine Art, Functional Arts & Crafts, Photography, Digital Photography*
- ✦ *Business and Management – Accounting, Legal Continuing Education, Administrative Professional, Management, Marketing, Mortgage Lending, Production & Inventory Management, Project Management, Purchasing & Supply Management, Sales, Supervision, Technical Writing, Real Estate Appraisal, Medical Transcription, Nursing Continuing Education, Paralegal Studies, Legal Secretary*
- ✦ *Entertainment Studies – Acting, Singing & Voice, Film and Television, Makeup Artistry*
- ✦ *Environmental Design – Home & Garden, Interior Design & Decoration, Universal Design*
- ✦ *Information Technology – Business Applications, Computer Aided Design (CAD), Oracle DBA, SQL Server 2000, Microsoft Windows 2003, Cisco, UNIX/Linux, Security+, C/C#C++ Development, Web Development, XML Development, Java2 Development, Microsoft .NET Development*
- ✦ *Language & Psychology – Foreign Languages, Awareness & Growth, Communications*
- ✦ *Recreation, Health and Fitness – Beauty & Physical Fitness, Cuisine & Spirits, Dance & Music, Outdoor Recreation*
- ✦ *Writing – Children's Writing, Creative Writing, Fiction and Non-fiction, Screenwriting, The Business of Writing*

PEPPERDINE UNIVERSITY – VENTURA COUNTY CAMPUS

2829 Townsgate Road, Suite 180, Westlake Village, CA 91362

PHONE: Main (805) 449-1181, Admission (310) 568-5555

FAX: (805) 496-8768

WEB SITE: <http://www.pepperdine.edu>

ACCREDITATION: Western Association of Schools and Colleges

OFFERED: Bachelor's degree, Master's degree



PROGRAMS

- *Business Administration (M.B.A)*
- *Education – Administration and Tier I Credential (M.S.)*
- *Education and Teaching Credential (M.A.)*
- *Management (B.S.)*

SOUTHERN CALIFORNIA INSTITUTE OF LAW

877 South Victoria Avenue, Ste. 111, Ventura, CA 93003

PHONE: (805) 644-2327

FAX: (805) 644-2367

WEB SITE: <http://www.lawdegree.com>

ACCREDITATION: Bureau for Private Postsecondary and Vocational Education, Committee of Bar Examiners of the State Bar of California, State Bar of California

OFFERED: Certificate, Associate degree, Bachelor's degree, Doctorate degree



PROGRAMS

- *Law – Doctor of Jurisprudence (J.D.)*
- *Bachelor of Science in Law (B.S.L.)*
- *Paralegal – Certificate*

UNIVERSITY OF CALIFORNIA AT SANTA BARBARA (UCSB) – VENTURA EXTENSION

3585 Maple Street, Suite 112, Ventura, CA 93003

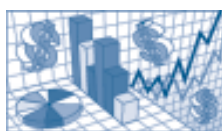
PHONE: Main (805) 893-3816, Admissions (805) 644-7261

FAX: (805) 644-7268

WEB SITE: <http://www.ocs.ucsb.edu/ventura>

ACCREDITATION: Western Association of Schools and Colleges

OFFERED: Off-Campus Studies for B.A. and M.S. degree programs, Certificate programs, Continuing Education



PROGRAMS & COURSES

- *Professional and Personal Development Courses – Arts & Humanities, Business & Management, Education, Information Technology, Legal Studies & Mediation, Science and Engineering*
- *Certificate Programs – Business Accounting, Professional Accounting, CPA Accounting, Business, Computer Network Specialist, Cross-cultural Language and Academic Development (CLAD), Database Administration, Gifted and Talented Education (GATE), Graphic Design & Visual Communication, Human Resource Management, Marketing, Negotiation & Mediation, Object-Oriented Programming, Paralegal, Professional Financial Planning, Project Management, Teaching English as a Second Language (TESL)*

THOMAS AQUINAS COLLEGE

10000 N. Ojai Rd., Santa Paula, CA 93060

PHONE: Main (805) 525-4417, Admission (800) 634-9797

FAX: Main (805) 525-9342

WEB SITE: <http://www.thomasaquinas.edu>

ACCREDITATION: American Academy for Liberal Education, Western Association of Schools and Colleges

OFFERED: Bachelor's degree



PROGRAMS

- Liberal Arts (B.A.)

UNIVERSITY OF PHOENIX, VENTURA COUNTY BRANCH – Continuing Education and Internet-based programs

2051 N. Solar Drive, Oxnard, CA 93030; Port Hueneme Naval Base

PHONE: (818) 594-8800

WEB SITE: <http://www.phoenix.edu/>

ACCREDITATION: The Higher Learning Commission, Bureau for Private Postsecondary and Vocational Education

OFFERED: Associate of Arts in General Studies, Bachelor's degree, Master's degree



**HUMAN RESOURCE
SPECIALISTS**

PROGRAMS AND COURSES

- Business – Accounting, Administration, Criminal Justice Administration, Finance Management, Global Management, Health Care Management, Human Resource Management, Human Services and Management, Marketing, Organizational Management
- Education – Adult Education and Distance Learning, Administration and Supervision, Elementary Licensure, Secondary Licensure, Curriculum and Instruction, Curriculum and Technology, and Continuing Teacher Education Courses
- Technology – Information Technology, Business and Business Administration/e-Business, Business Administration/Technology Management, Computer Information Systems
- Nursing – Bachelor of Science and Master of Science in Nursing, Administration/Health Care Management (requires an RN license for admission)
- Nursing – Health Care Services, Master of Health Administration, Master of Business

UNIVERSITY OF LAVERNE – PT. MUGU RESIDENCE CENTER

Mailing Address: P. O. Box 42264, Pt. Mugu, CA 93044

Physical Address: 7th & C Streets. Bldg. 2-825, Pt. Mugu, CA 93042

PHONE: (805) 986-1783

FAX: (805) 986-1785

WEB SITE: <http://www.ulv.edu>

ACCREDITATION: Western Association of Schools and Colleges

OFFERED: State Credential, State Certificate, Bachelor's degree, Master's degree



PROGRAMS

- Business Administration (B.A.)
- Business Organizational Management (B.S., M.B.O.M.)
- Criminology (B.S.)
- Psychology (B.S.)

UNIVERSITY OF LA VERNE

2001 Solar Drive, Suite 250, Oxnard, CA 93036
 PHONE: Main (805) 981-8030, Admission (800) 695-4858
 FAX: (805) 981-8033
 WEB SITE: <http://www.ulv.edu/sce/campuses/vc/>
 ACCREDITATION: Western Association of Schools and Colleges
 OFFERED: Continuing Education, Bachelor's degree, Master's degree



PROGRAMS

- *Business Administration (B.A., M.B.A.)*
- *Child Development (B.S.)*
- *Education – Education Credentials (Graduate), Educational Management (M.E.)
Educational Counseling (M.S.)*
- *Health Administration (B.S., M.H.A.)*
- *Leadership and Management (M.S.L.M.)*
- *Liberal Studies/Teacher Preparation (B.A.)*
- *Organizational Management (B.S.)*

VENTURA COLLEGE OF LAW

4475 Market Street, Ventura, CA 93003
 PHONE: (805) 658-0511
 FAX: (805) 658-0529
 WEB SITE: <http://www.venturalaw.edu>
 ACCREDITATION: State Bar of California
 OFFERED: Doctorate



PROGRAMS

- *Law – Doctor of Jurisprudence (J.D.)*

WORLD UNIVERSITY OF AMERICA (OJAI)

Mailing Address: P. O. Box 1567, Ojai, CA 93024-1567
 Physical Address: 107 North Ventura Street, Ojai, CA 93023
 PHONE: (805) 646-1444
 FAX: (805) 646-1217
 WEB SITE: <http://www.worldu.edu>
 ACCREDITATION: Bureau for Private Postsecondary and Vocational Education
 OFFERED: Continuing Education, Bachelor's degree, Master's degree, Certificate



PROGRAMS

- *Certificate in Spiritual Ministry*
- *Certificate in Thanatology*
- *Counseling Psychology (M.A.)*
- *Psychology (B.A., M.A.)*
- *Religious Studies (M.A.)*
- *Transpersonal/Consciousness Psychology (M.A.)*
- *Continuing Education – Nursing, Family and Marriage Therapy, Social Work, Ministry*



COMMUNITY Colleges

MOORPARK COLLEGE

7075 Campus Road, Moorpark, CA 93021-1695

PHONE: (805) 378-1400, Admissions (805) 378-1429

FAX: (805) 378-1499, Admissions (805) 378-1583

WEB SITE: <http://www.moorpark.cc.ca.us>, <http://www.vccd.net/webstar>

ACCREDITATION: Accrediting Council for Continuing Education and Training, Accrediting Council for Independent Colleges and Schools, Committee on Accreditation, Western Association of Schools and Colleges

OFFERED: Permit/Licensing, Certificate, Associate degree



PROGRAMS OR COURSES

- *Animal Science*
- *Anthropology/Archaeology*
- *Art*
- *Astronomy/Astrophysics*
- *Behavioral Science*
- *Biology*
- *Biotechnology*
- *Business – Accounting, Management, Marketing/Sales*
- *Business – Communications, Marketing, Sales, Small Business*
- *Chemistry*
- *Chicano Studies*
- *Child Development*
- *Child Development – Early Childhood Education*
- *Child Development – School Age Child Care, Child Development Assistant, Child Development Associate Teacher, Child Development Teacher, Child Development Master Teacher, Child Development Site Supervisor*
- *College Strategies*
- *Communications*
- *Computer Information Systems*
- *Computer Information Systems – Microcomputer Systems*
- *Computer Network Systems Engineering*
- *Computer Science*
- *Computer Programming*
- *Computer – Microsoft Local Area Network*
- *Criminal Justice*
- *Dance*
- *Drafting – AutoCAD*
- *Economics*
- *Electronics Technology*
- *Electronics – Network Engineer*



PROGRAMS OR COURSES, continued

- *Engineering*
- *Engineering Technology*
- *English*
- *English As a Second Language*
- *Environmental – Science, Studies, Technology*
- *Essential Skills*
- *Exotic Animal Training and Management*
- *Foreign Languages – French, German, Hebrew, Italian, Japanese, and Spanish*
- *Geographic Information Systems*
- *Geography*
- *Geology*
- *Graphics*
- *Graphics – Computer Graphics, Desktop Publishing, Printing Technology*
- *Graphics – Computerized Composition*
- *Health Education*
- *Health Science – Certified Nurse Assistant, Emergency Medical Technician, Health Information Technology, Nursing Science, Radiologic Technology*
- *History*
- *Humanities*
- *Interior Design*
- *International and Intercultural Studies*
- *Journalism – Print and Broadcast*
- *Mathematics*
- *Multimedia – Animation, Broadcast, Business, Communications, Visual Design, Web Design*
- *Music*
- *Nutritional Science*
- *Philosophy*
- *Photography, Photo-Journalism*
- *Physical Education – Human Performance*
- *Physics*
- *Political Science*
- *Psychology*
- *Radio/Television*
- *Recreation*
- *Sign Language*
- *Social Sciences*
- *Speech*
- *Theatre Arts – Acting, Directing, Technical Theatre*
- *Urban Studies*
- *Women's Studies*
- *Work Experience*

OXNARD COLLEGE

4000 South Rose Avenue, Oxnard, CA 93033-6699

PHONE: (805) 986-5800

FAX: (805) 986-5806

WEB SITE: <http://www.oxnard.cc.ca.us>, www.vccd.net/webstar

ACCREDITATION: Accrediting Commission for Community and Junior Colleges, Western Dental Association, Western Association of Schools and Colleges

OFFERED: Certificate, Associate Degree

Air Conditioning

**AUTO BODY
& FENDER**



ELECTRONICS



PROGRAMS OR COURSES

- Addictive Disorders Studies*
- African American Studies*
- Air Conditioning/Refrigeration*
- American Sign Language*
- Anthropology*
- Area Studies*
- Art*
- Asian-American Study*
- Astronomy*
- Automotive – Body and Fender Repair/Technology*
- Biological Sciences – Anatomy, Biology, Botany, Microbiology*
- Business – Management, International Business, Accounting, Marketing, Retail*
- Chemistry*
- Chicano Studies*
- Child Development*
- Computer Information Systems*
- Computer Science*
- Cooperative Work Experience*
- Dental Hygiene*
- Economics*
- Educational Assistance Center*
- Electronics*
- Engineering, Engineering Technology*
- English*
- English as a Second Language*
- Environmental Technology*
- Fire Technology – Pre-Service, In-Service, Administrative Fire Services*
- Geography*
- Geology*
- Health Education*
- History*
- Hotel & Restaurant Management – Culinary Arts*
- Information Processing*
- Interdisciplinary Studies*
- Interpretation – American Sign Language (ASL), English*
- Japanese*
- Journalism*

OXNARD COLLEGE



THEATER

PROGRAMS OR COURSES, continued

- Legal Assisting
- Library Instruction
- Marine Studies
- Mathematics
- Multimedia Studies – Art/Graphics, Web Design
- Music
- Personal Growth and Leadership
- Philosophy
- Photography
- Physical Education
- Physical Science
- Physics
- Political Science
- Program for Accelerated College Education (PACE) – Adult Program, Saturdays & evenings
- Psychology
- Sociology
- Spanish
- Speech
- Television
- Theatre Arts
- Travel & Tourism

VENTURA COLLEGE

4667 Telegraph Road, Ventura, CA 93003

PHONE: (805) 654-6400, Admissions (805) 654-6457

FAX: (805) 654-6466

WEB SITE: <http://www.venturacollege.edu>

ACCREDITATION: California Board of Registered Nursing, California Bureau of Automotive Repair, California State Emergency

Medical Services Agency, National Automotive Technical Education Foundation, Western Association of Schools and Colleges

OFFERED: State Diploma, Certificate, Associate Degree



PROGRAMS OR COURSES

- Accounting
- Agricultural Sciences/Landscape Horticulture
- Anthropology
- Art/Commercial Art
- Automotive Technologies
- Bilingual Vocational Arts
- Biology
- Bookkeeping
- Business
- Business Management
- Business Information Systems, Micro Business Applications
- Central Coast Biotechnology Center (CCBC)
- Ceramics
- Certified Nursing Assistant
- Chemistry
- Child Development



- *Clerical*
- *Cisco Networking Academy*
- *Clothing and Textiles*
- *CNC Machine Operator*
- *Computer Information Systems, Oracle*
- *Computer Repair*
- *Computer Science*
- *Construction Technology*
- *Criminal Justice*
- *Drafting Technology/Architecture*
- *Economics*
- *Emergency Medical Technician, Emergency Medical Services*
- *Engineering*
- *English/English as a Second Language*
- *Environmental Studies, Environmental Horticulture/Natural Resources*
- *Floristry*
- *Foreign Language*
- *Geographic Information Systems (GIS)*
- *Geography/Geology*
- *Health Information Technology*
- *History*
- *Home Health Aide*
- *Human Services*
- *Interior Design*
- *International Studies*
- *Journalism/Mass Communications*
- *Landscape Management*
- *Machine Technology*
- *Mathematics*
- *Mechanical Inspector*
- *Medical Assistant*
- *Medical Transcription*
- *Multimedia*
- *Nutrition/Food Management*
- *Paramedic Studies*
- *Photography*
- *Physical Education*
- *Physics and Astronomy*
- *Political Science*
- *Pre-Law*
- *Pre-Veterinary*
- *Psychology*
- *Recreation*
- *Registered Nurse*
- *Secretarial*
- *Sociology*
- *Speech*
- *Studies Abroad*
- *Supervision*
- *Theatre Arts*
- *Water Science*
- *Welding Technology*

PUBLIC ADULT SCHOOLS

with Occupational Programs

CONEJO VALLEY ADULT EDUCATION

1025 Old Farm Road
Thousand Oaks, CA 91360

PHONE: (805) 497-2761

FAX: (805) 374-1167

WEB SITE: <http://www.conejo.tec.ca.us>

ACCREDITATION: Western Association of Schools and Colleges, Microsoft Authorized Academic Training Provider

OFFERED: Certificate, Diploma

REACHING OUT TO OUR ADULT

COMMUNITY



DESKTOP
PUBLISHING



PROGRAMS OR COURSES

- *Academics*
- *Administrative Assistant Training*
- *Bookkeeping*
- *Business, General*
- *Computer Basics – Introduction to Hardware, Software and Windows*
- *Computer Programs – Word Processing, Spreadsheet, Data Base, Presentation*
- *Computer Repair Technician*
- *Computer Graphic Technician*
- *Computerized Accounting*
- *Desktop Publishing*
- *Emergency Medical Technician EMT-1*
- *English as a Second Language*
- *Foreign Languages*
- *General Office Assistant/Customer Service Representative*
- *Healthcare Compliance Program*
- *High School Equivalence Certificate*
- *Internet & Web Design*
- *Information Technology & Computer Career Programs*
- *Medical Assistant Comprehensive Program*
- *Medical Back Office Procedures*
- *Medical Receptionist*
- *Medical Insurance Billing – Beginning & Advanced*
- *Office Software Technician*
- *Personal Computer Technician*
- *Phlebotomist – Basic & Advanced*
- *Physical Therapy Aide*
- *Technology – MCSE, MCDBA, MCP, CISCO, Network+, A+*

OXNARD ADULT SCHOOL

1101 W. 2nd Street, Oxnard, CA 93030

PHONE: (805) 385-2578

FAX: (805) 385-2581

WEB SITE: <http://www.ouhsd.k12.ca.us/sites/adult/adult.htm>

ACCREDITATION: Western Association of Schools and Colleges

OFFERED: Certificate, Diploma



COMPUTERS

PROGRAMS OR COURSES

- *Certified Nursing Assistant/Home Health Aides*
- *Computer Basics*
- *English as a Second Language/Foreign Language*
- *High School Equivalence Certificate*
- *Licensed Vocational Nurse*
- *Reading, Literacy and Communication Skills*
- *Regular High School Diploma*

SANTA PAULA ADULT SCHOOL

325 N. Palm Avenue, Santa Paula, CA 93060

PHONE: (805) 525-9502

FAX: (805) 525-2294

ACCREDITATION: Bureau for Private Post Secondary and Vocational Education, California State Department of Education (courses only), Western Association of Schools and Colleges

OFFERED: Certificate, Diploma



PROGRAMS OR COURSES

- *English as a Second Language*
- *English Language*
- *General Studies*
- *High School Equivalence Certificate*

SIMI VALLEY ADULT SCHOOL & CAREER INSTITUTE

Mailing Address: 3192 Los Angeles Ave., Simi Valley, CA 93065

PHONE: (805) 579-6200

FAX: (805) 522-8902

WEB SITE: <http://www.simi.tec.ca.us>

ACCREDITATION: Western Association of Schools and Colleges

OFFERED: Certificate, Diploma



PROGRAMS OR COURSES

- Academic and Literacy Classes – High School Diploma
- Adults with Disabilities
- Business & Computer Technology – Business Applications, Computer Applications, Computer Networking and PC Repair
- Computer Graphics – AutoCAD, Graphic Design, Multimedia, Web Design
- Computer Skills – Workforce Development
- Cosmetology – Cosmetologist, Esthetician
- Dental Technology
- Early Childhood Education
- English as a Second Language (ESL)
- Fine Arts
- Health & Safety
- Home & Landscape
- Machine Shop
- Medical Occupations – Medical Assisting, Medical Insurance Billing, Pharmacy Technician, Phlebotomist, Physical Therapy Aide, Reflexology, Surgical Technologist, Vocational Nurse, X-ray Technicians
- Positive Parenting
- Real Estate
- Respiratory Therapist Program
- Senior Citizen Programs
- Sign Language
- Spanish
- U.S. Citizenship Preparation
- Upholstery
- Welding Occupations



TECHNOLOGY DEVELOPMENT CENTER – DIVISION OF VENTURA ADULT EDUCATION (VCUSD)

5200 Valentine Road, Ventura, CA 93003

PHONE: TDC (805) 676-7310

FAX: (805) 644-9694

WEB SITE: <http://www.tdctraining.com>

ACCREDITATION: CDE Vocational Program of Excellence, Western Association of Schools and Colleges

OFFERED: Certificate, Diploma



PROGRAMS OR COURSES

- *Business and Clerical – Administrative Assistant, Business Administration, Business Manager – World Wide Web, Customer Service Representative/Collections, Human Resource Management, Legal Secretary, Microsoft Office Basics, Microsoft Office Professional (Fast Track), Receptionist/Office Assistant*
- *Computer-Aided Drafting and Design – Computer-Aided Design (Fast Track), Computer-Aided Design Technician, Computer-Aided Manufacturing (Master CAM) Technician, Parametric Technician, Solid Works Technician*
- *Computer Applications & Graphics – Computer Applications/Voice Integration, Computerized Marketing & Sales Management, Computerized Office Professional, Graphics Design (Fast Track), Graphics Designer for Print, Graphics Designer for Web, Web Business Graphics/Desktop Publishing*
- *Computerized Financial Accounting – Accounting Clerk, Accounting Support Clerk, Computerized Financial Accounting & CFA (Fast Track), Data Entry/Inventory Technician, Payroll Technician*
- *Computer Systems Technology – Computer Support Technician (A+ Certification), Help Desk Technician, Microsoft Certified Systems Administrator (MCSA), Network Support Technician (A+ and Net+ Certification), Printer Technician*
- *Digital Multimedia – Digital Multimedia Technician, Studio Production Technician*
- *Medical Front/Back Office – Back Office Medical Assistant, Front Office Medical Assistant, Front/Back Office Medical Assistant, Medical Insurance Billing Technician (Fast Track), Medical Receptionist, Medical Records Technician, Medical Transcriber, Pharmacy Technician, Physical Therapy Aide*

VENTURA ADULT & CONTINUING EDUCATION

5280 Valentine Road, Ventura, CA 93003

PHONE: (805) 289-7925

FAX: (805) 289-7931

WEB SITE: <http://www.vace.com>

COURSES

- *Computer and Business – Business English and Math, Computer Basics, Data Entry 1 and 2, Electronic Calculator, Keyboarding, Microsoft Windows, Microsoft Word, Microsoft Access, Microsoft Excel, Microsoft PowerPoint, Microsoft Internet Explorer, Netscape, PageMaker, QuickBooks Pro, Superwrite Shorthand, Typing for Speed and Accuracy*
- *Drafter – AutoCAD Basics, AutoCAD Applications, Solid Works Basics, Solid Works Applications*
- *Graphic Designer – Adobe Photoshop Basics and Adobe After Effects Basics*
- *Medical Front Office – Medical Coding, Medical Insurance Billing, Medical Filing, Medical Law and Ethics, Medical Terminology, Medical Transcription, Pharmacology*



PRIVATE Business & Technical Schools

A F INTERNATIONAL SCHOOL OF LANGUAGES INC.

3625 Thousand Oaks Blvd., Westlake Village, CA 91362

PHONE: (805)496-6694

FAX: (805)496-9622

WEB SITE: <http://www.afint.com>

ACCREDITATION: Bureau for Private Postsecondary and Vocational Education

OFFERED: Certificate



PROGRAMS OR COURSES

- ✦ *English for Professionals*
- ✦ *Intensive English – Beginning, Intermediate, Advanced*
- ✦ *Test Programs*

ACADEMY EDUCATION SERVICES

Mailing Address: P. O. Box 7447, Oxnard, CA 93031

Physical Address: 3151 W. 5th St., Oxnard, CA 93030

PHONE: (805)486-1102

FAX: (805)486-9172

WEB SITE: <http://www.academyed.com>

ACCREDITATION: Bureau for Private Postsecondary and Vocational Education

OFFERED: Certificate, Diploma



COMPUTERS



PROGRAMS OR COURSES

- ✦ *Certified Phlebotomist*
- ✦ *Computerized Office Skills II*
- ✦ *Medical Assistant II*
- ✦ *Medical Billing – Front Office II*
- ✦ *Network Administration/Technical Support*
- ✦ *Professional Child Day Care Worker*

ACADEMY OF SOMATICS & MASSAGE

Mailing Address: 336 Highland Drive, Oxnard, CA 93035

Physical Address: 2516 Roosevelt, Oxnard, CA 93035

PHONE: (805) 382-0506

FAX: (805) 382-0545

ACCREDITATION: Bureau for Private Postsecondary and Vocational Education

OFFERED: Certificate



PROGRAMS OR COURSES

- ✦ *Lymphatic Massage*
- ✦ *Somatics I, II*
- ✦ *Thai Massage*
- ✦ *Therapeutic Massage Certification Course*

ADVANCED SCHOOL OF MASSAGE THERAPY

1414 E. Thousand Oaks Blvd., Suite 213, Thousand Oaks, CA 91362
PHONE: (805) 495-1353
FAX: (805) 370-1491
WEB SITE: <http://www.asmt.net>
ACCREDITATION: Bureau for Private Postsecondary and Vocational Education
OFFERED: Certificate

PROGRAMS OR COURSES

- *Basic and Advanced Massage*



AZTECA TRUCK DRIVING SCHOOL

1319 W. Gonzales Rd., Oxnard, CA 93036
PHONE: (805) 981-8340
FAX: (805) 981-8378
ACCREDITATION: Bureau for Private Postsecondary and Vocational Education
OFFERED: Certificate

PROGRAM

- *Truck Driving*



BAIL RESOURCE CENTER

Mailing Address: 355 N. Lantana Street PMB 742, Camarillo, CA 93010-603
Physical Address: 1697 Bridgeport Ln., Camarillo, CA 93010-6001
PHONE: (805) 388-9587
WEB SITE: <http://www.bailschool.com>
ACCREDITATION: Bureau for Private Postsecondary and Vocational Education
OFFERED: Certificate

PROGRAMS OR COURSES

- *California Real Estate Principles*
- *Continuing Education for Bail and License*
- *Fugitive Recovery*
- *Power to Arrest/PC-832 and Examination*
- *Pre-licensing Education for Bail Applicants*

BROOKS INSTITUTE

5301 N. Ventura Avenue, Ventura, CA 93001
PHONE: Main and Admission, Toll free (888) 304-FILM
FAX: Main (805) 564-2918, Admission (805) 565-1386
WEB SITE: <http://www.brooks.edu>
ACCREDITATION: Bureau for Private Postsecondary and Vocational Education
OFFERED: Associate degree, Bachelor's degree, Diploma

PROGRAMS OR COURSES

- *Film and Video Production (B.A., Diploma)*
- *Visual Communications (B.A.)*
- *Visual Journalism (A.A., B.A.)*



CALIFORNIA VOCATIONAL COLLEGE

1661 Pacific Avenue, Suite 14, Oxnard, CA 93033

PHONE: (805) 385-9020

FAX: (805) 385-9039

ACCREDITATION: Bureau for Private Postsecondary and Vocational Education

OFFERED: Certificate



COMPUTERS



PROGRAMS OR COURSES

- Automated Office Systems
- Automotive Tune-up Electrician/Technician
- Child Care Provider
- Computer Hardware & Networking Technician



CENTER FOR EMPLOYMENT TRAINING

761 So. C Street, Oxnard, CA 93030

PHONE: (805) 487-9821

FAX: (805) 487-7775

WEB SITE: <http://www.cet2000.org>

OFFERED: Certificate



PROGRAMS OR COURSES

- Automated Office Skills
- Building Maintenance
- Machine Tool Operator
- Medical Assistant

CERTIFICATION PLUS LEARNING CENTER

1901 N. Solar Drive #100, Oxnard, CA 93030

PHONE: (805) 988-4544

FAX: (805) 988-4644

WEB SITE: <http://www.certificationsplus.com>

OFFERED: Certificate



COMPUTERS



PROGRAMS OR COURSES

- AutoCAD Introduction
- Bookkeeping Study Program
- Cisco Introduction
- Computer Basics, Keyboarding, Software Installation
- Core Hardware
- General Office & Customer Service Program
- General Office Secretarial Study Program
- Introduction to the Internet
- Medical Insurance Billing Specialist
- Microsoft – Word, Access, Excel, Outlook, PowerPoint, Office Suite
- PC Repair – Upgrading Programs
- QuickBooks Pro
- Web Design – HTML, MS Front Page
- Windows 2000 – Professional & Server, Windows 98, Windows ME, Windows XP

CENTRO INTERNATIONAL DE LOCUCION

200 S. A Street, Suite 204, Oxnard, CA 93030

PHONE: (805) 240-1028

ACCREDITATION: Bureau for Private Postsecondary and Vocational Education

PROGRAMS OR COURSES

- ✦ *Spanish Radio Announcer*

CHANNEL ISLANDS AVIATION, INC.

305 Durley Ave, Camarillo, CA 93010-9102

PHONE: (805) 987-1301

FAX: (805) 987-8301

WEB SITE: <http://www.flycia.com>

ACCREDITATION: Bureau for Private Postsecondary and Vocational Education

OFFERED: Certificate



PROGRAMS OR COURSES

- ✦ *Airline Transport Pilot*
- ✦ *Certified Flight Instructor*
- ✦ *Commercial Pilot*
- ✦ *Instrument Rating*
- ✦ *Multi-engine Rating*
- ✦ *Private Pilot*

COMPUSA TECHNOLOGY TRAINING

2241 N. Rose Avenue, Oxnard, CA 93030

PHONE: Main and Admissions (805) 988-3130

FAX: (805) 988-3155

WEB SITE: <http://www.compusa.com/training/>

ACCREDITATION: Bureau for Private Postsecondary and Vocational Education

OFFERED: Certificate



PROGRAMS OR COURSES

- ✦ *Computer Training – Basics, Word Processing, Spreadsheet and Financial, Integrated and Business Applications, Database, Internet, Graphics and Publishing*

COMPUTER CAREER LEARNING CENTERS

Mailing Address: 21115 Devonshire St., Unit 104, Chatsworth, CA 91311

Physical Address: 1775 E. Daily Dr., Camarillo, CA 91310

PHONE: (805) 373-8803

FAX: (818) 882-8416

ACCREDITATION: Bureau for Private Postsecondary and Vocational Education, Microsoft Certified Technical Education Centers

OFFERED: Certificate



PROGRAMS OR COURSES

- ✦ *A+ / Microsoft Certified System Engineer (A+ / MCSE2000)*
- ✦ *A+ / Microsoft Certified Professional (A+ / MCP2000)*
- ✦ *Cisco Certified Network Associate (CCNA)*
- ✦ *Cisco Certified Network Professional (CCNP)*
- ✦ *Webmaster – HTML, Dreamweaver, Flash, FrontPage, PhotoShop, JavaScript, Visual Basic.net, XML*

COMPUTER IDIOT TECHNOLOGY SERVICES

2734 Johnson Drive, Suite 101, Ventura, CA 93003

PHONE: (805) 650-5981

FAX: (805) 650-6948

WEB SITE: <http://www.pcidiot.com/training/index.htm>

ACCREDITATION: Bureau for Private Postsecondary and Vocational Education

OFFERED: Certificate



PROGRAMS OR COURSES

- ✦ *Administrative Bookkeeping/QuickBooks*
- ✦ *Computerized Office Operations – Word, Excel, Access, PowerPoint*
- ✦ *General Office I, II*
- ✦ *Graphics/Desktop Publishing – CorelDraw, PageMaker, Photoshop, Scanning and Digital Photography*
- ✦ *Internet – Web Design/HTML, Dreamweaver*
- ✦ *PC Upgrade and Repair*
- ✦ *Secretarial/Administrative Assistant I, II, III*

E Z SUCCESS

Mailing Address: P. O. Box 3480, San Dimas, CA 91773

Physical Address: Navy Base, City of Oxnard

PHONE: (909) 592-9956

WEB SITE: <http://www.ezsucccess.net>

OFFERED: Certificate, Diploma



PROGRAMS OR COURSES

- ✦ *Assessments*
- ✦ *Business and Social Skills*
- ✦ *Coping Skills*
- ✦ *Customer Service, Sales, and Management*
- ✦ *Leadership Skills*
- ✦ *Development and Team Building*
- ✦ *Ethics*
- ✦ *Sexual Harassment*
- ✦ *Time Plus*
- ✦ *Transition Skills*

EXECUTIVE PROGRAMS – Distance Learning

Mailing Address: P. O. Box 5407, Oxnard, CA 93031

Physical Address: 210 St. Mary's Dr. , Suite I, Oxnard, CA 93030

PHONE: (800) 416-1996

FAX: (800) 421-3097

WEB SITE: <http://www.executiveprograms.com>

ACCREDITATION: Bureau for Private Postsecondary and Vocational Education, California Department of Insurance, California State Department of Real Estate

OFFERED: Certificate, Diploma



PROGRAMS OR COURSES

- ✦ *Real Estate – Sales, License, Broker*
- ✦ *Real Estate – Continuing Education*
- ✦ *Cyberstudy Courses*
- ✦ *State Examination Preparation*

PRIVATE BUSINESS AND TECHNICAL SCHOOLS

F L S INTERNATIONAL – OXNARD

4000 South Rose Ave., Oxnard, CA 93033

PHONE: (805) 986-8200

FAX: (805) 986-8202

WEB SITE: <http://www.fls.net>

ACCREDITATION: Accrediting Council for Continuing Education & Training, American Association of Intensive English Programs

OFFERED: Certificate

PROGRAMS OR COURSES

- *Intensive English – Levels 1 - 7*
-

GOODWILL INDUSTRIES OF VENTURA & SANTA BARBARA

350 Cactus Drive, Oxnard, CA 93030

PHONE: (805) 983-3414

FAX: (805) 983-3405

ACCREDITATION: Bureau for Private Postsecondary and Vocational Education

OFFERED: Certificate

PROGRAMS OR COURSES

- *Accounting Technician*
- *Clerical and General Sales*
- *Database Processor*
- *Manufacturing Planner*
- *Medical Records Processor*
- *Office Applications – Beginning and Advanced*



INSTITUTE OF CARDIAC SONOGRAPHY

2734 Johnson Drive, Suite 204, Ventura, CA 93003

PHONE AND FAX: (805) 642-1314

Email: dodsonics@aol.com

ACCREDITATION: Bureau for Private Postsecondary and Vocational Education

OFFERED: Certificate

PROGRAMS OR COURSES

- *Adult Echocardiography – Cardiac Anatomy and Physiology, Basic EKG/Rhythm Recognition, Cardiac Ultrasound*
-

INTERNATIONAL COLLEGE OF BUSINESS & TECHNOLOGY

171 E. Thousand Oaks Blvd., Ste. 202, Thousand Oaks, CA 91360

PHONE: (805) 777-7356

FAX: (805) 777-7357

ACCREDITATION: Bureau for Private Postsecondary and Vocational Education

OFFERED: Certificate



PROGRAMS OR COURSES

- *Computer Systems Specialists*
- *Internet Webmaster*
- *Network Systems Engineer*
- *Professional Paralegal Program*

ITT TECHNICAL INSTITUTE

2051 Solar Drive, Suite 150, Oxnard, CA 93030

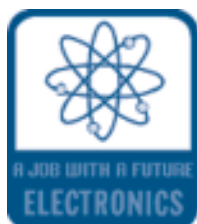
PHONE: (805) 988-0143

FAX: (805) 988-1813

WEB SITE: <http://www.itt-tech.edu/campus/school.cfm>

ACCREDITATION: Accrediting Council for Independent Colleges and Schools, Bureau for Private Postsecondary and Vocational Education, Western Association of Schools and Colleges

OFFERED: Associate degree, Bachelor's degree, Master's degree



PROGRAMS OR COURSES

- ✦ *Business Administration (M.B.A.)*
- ✦ *Communications Systems Engineering (B.S.)*
- ✦ *Computer and Electronics Engineering Technology (A.)*
- ✦ *Computer Drafting and Design (A.)*
- ✦ *Data Communications Engineering Technician (B.)*
- ✦ *Digital Entertainment Game Design (B.)*
- ✦ *Electronics Communications Engineering Technology (B.)*
- ✦ *Information Systems Security (B.S.)*
- ✦ *Information Technology – Computer Network Systems (A.)*
- ✦ *Information Technology – Multimedia (A.)*
- ✦ *Technical Project Management (B.S.)*

JOHN ROBERT POWERS

300 Esplanade Dr., Suite 1640, Oxnard, CA 93030

PHONE: (805) 983-1076

FAX: (805) 983-0738

WEB SITE: <http://www.jrpowers.net/locations/ventura.htm>

OFFERED: Certificate



PROGRAMS OR COURSES

- ✦ *Acting*
- ✦ *Commercial Print*
- ✦ *Commercials*
- ✦ *Drama*
- ✦ *Modeling*
- ✦ *Monologue*
- ✦ *Personal Development*
- ✦ *Runway*
- ✦ *Scene Study*

INTERNATIONAL BARTENDERS SCHOOL

2011 Auto Center Dr. #111, Oxnard, CA 93030

PHONE: (805) 983-6649

FAX: (805) 983-6373

WEB SITE: <http://www.mybartendingschool.com>

OFFERED: Certificate



PROGRAMS OR COURSES

- ✦ *Bartender/Mixologist*
- ✦ *TIPS Certified Training (Training Intervention Program)*

KALI INSTITUTE FOR MASSAGE & SOMATIC THERAPIES

746 E. Main Street, Ventura, CA 93001

PHONE: (805) 648-6204

FAX: (805) 646-2265

ACCREDITATION: Bureau for Private Postsecondary and Vocational Education

OFFERED: Certificate



PROGRAMS OR COURSES

- ✦ *Advanced Practitioner*
- ✦ *Anatomy I, II, III*
- ✦ *Career Options*
- ✦ *Health Care Communications*
- ✦ *Interface with Chiropractic*
- ✦ *Massage Therapy*
- ✦ *Practice Development*
- ✦ *Record Keeping and Medical Insurance*

LACKNER COMPUTER SYSTEMS, INC.

2225 Sperry Ave., Suite 3000, Ventura, CA 93003

PHONE: (805) 639-0019

FAX: (714) 993-2350

WEB SITE: <http://www.lacknercs.com/training.htm>

OFFERED: Certificate



PROGRAMS OR COURSES

- ✦ *Architectural Drafting*
- ✦ *Computer Aided Design (CAD, AutoCAD) – Engineering and Design*
- ✦ *Manufacturing Design*
- ✦ *Mechanical Drafting*
- ✦ *Mechanical Engineering*
- ✦ *Mechanical and Industrial Design Automation*



LICENSE INSTRUCTION SCHOOLS

Mailing Address: 10453 Old Placerville Road #110, Sacramento CA 95827

Physical Address: 450 E. Harbor Blvd., Ventura, CA 93001

PHONE: (800) 346-7277, (916) 366-1717

WEB SITE: <http://www.passexam.com>

OFFERED: Certificate

PROGRAMS OR COURSES

- ✦ *Contractors License Exam Preparation*

LU ROSS ACADEMY OF HAIR DESIGN

470 E. Thompson Blvd., Ventura, CA 93001

PHONE: (805) 643-5690

FAX: (805) 643-7716

WEB SITE: <http://www.lurossacademy.com>

ACCREDITATION: Accrediting Commission of Career Schools and Colleges of Technology, California State Board of Barbering and Cosmetology, Bureau for Private Postsecondary and Vocational Education

OFFERED: Certificate of Completion



PROGRAMS OR COURSES

- ✦ *Cosmetologist*
- ✦ *Cosmetology Instructor Trainee*
- ✦ *Esthetician*
- ✦ *Manicurist*
- ✦ *Massage Therapy*



MEDICAL CAREER SERVICES

2444 Saviers Road, Oxnard, CA 93030

PHONE: (805) 487-6439

FAX: (805) 487-5459

ACCREDITATION: Bureau for Private Postsecondary and Vocational Education

OFFERED: Certificate



PROGRAMS OR COURSES

- ✦ *Computerized Office Clerk*
- ✦ *Medical Assistant, Front and Back Office*
- ✦ *Medical Billing*
- ✦ *Medical Records Clerk*
- ✦ *Professional Child Day Care*



MODERN INSTITUTE OF TECHNOLOGY

2550 N. Vineyard Ave., Ste. 220, Oxnard, CA 93030

PHONE: (805) 983-2444

FAX: (805) 983-2334

WEB SITE: <http://www.miteducation.com>

ACCREDITATION: Bureau for Private Postsecondary and Vocational Education

OFFERED: Certificate



PROGRAMS OR COURSES

- ✦ *A+ Certification/Networking*
- ✦ *Child Care & Development*
- ✦ *Electronic Technology*
- ✦ *Medical Assisting Back Office*
- ✦ *Medical/Dental Assisting Front Office*
- ✦ *Office Skills/Accounting*
- ✦ *Professional Property Management*

LYNDA.COM

Mailing Address: P. O. Box 789, Ojai, CA 93024
Physical Address: 305 E. Matilija, Suite 201, Ojai, CA 93023
PHONE: Main (805) 646-7076, Admissions (888) 335-9632
FAX: Main (805) 640-9607, Admissions (640-3330)
WEB SITE: <http://www.lynda.com>
OFFERED: On-Line Training, Certificate

PROGRAMS

- *Web Design – Acrobat, Adobe InDesign, CSS 2, CorelDRAW, Corel Painter, Dreamweaver, Flash, Fireworks, Macromedia Flash MX & Director MX, Illustrator, Perl/CGI Scripts, Photoshop, QuarkXPress, UltraDev, Xcelcius, XHTML,*

MODERN BEAUTY ACADEMY

699 South C Street, Oxnard, CA 93030
PHONE: (805) 483-4994
FAX: (805) 486-7394
ACCREDITATION: Bureau for Private Postsecondary and Vocational Education, National Accrediting Commission of Cosmetology Arts and Sciences
OFFERED: Diploma

PROGRAMS OR COURSES

- *Cosmetologist*
- *Cosmetology Instructor Trainee*



NEW HORIZONS COMPUTER LEARNING CENTER OF OXNARD

300 Esplanade Drive, Suite 230, Oxnard, CA 93030
PHONE: (805) 604-3100
FAX: (805) 604-3118
WEB SITE: <http://www.newhorizons.com>
ACCREDITATION: Bureau for Private Postsecondary and Vocational Education, Microsoft Certified Technical Education Centers
OFFERED: Certificate

PROGRAMS OR COURSES

- *Business Skills*
- *Cisco*
- *Contact Management*
- *Computer Office Applications – Microsoft Word, Microsoft Excel, PowerPoint*
- *Computer Hardware – A+ Certified PC Technician, Network+ Certification*
- *Database Programs – Access, Crystal Reports, FileMaker Pro, VBA for Excel*
- *Desktop Publishing – Acrobat, InDesign, PageMaker, Publisher, QuarkXPress*
- *Financial/Business – QuickBooks*
- *Graphics/Web Design – Fireworks MX, Illustrator, PhotoShop, Dreamweaver MX, FrontPage*
- *Internet – HTML 4, Internet Explorer, JavaScript*
- *Microsoft – Microsoft.NET, Microsoft Exchange Server, Microsoft SQL Server, Microsoft Windows (Technical)*
- *MultiMedia – Flash MX*
- *Novell*
- *Personal Productivity*
- *Project Management*



NATIONWIDE EDUCATION SERVICES

160 W. 4th Street, Oxnard, CA 93030

PHONE: (805) 483-3717

FAX: (805) 483-3107

WEB SITE: <http://www.NESeducation.com>

ACCREDITATION: Bureau for Private Postsecondary and Vocational Education

OFFERED: Diploma



PROGRAMS OR COURSES

- Child Care and Development
- Computerized Office Procedures
- Electronic Assembly
- Electronic Technology/Copier Repair
- Medical Assistant, Back Office
- Medical Assistant, Front Office
- Medical Billing

OJAI SCHOOL OF MASSAGE

619 West El Roblar Drive, Ojai, CA 93023

PHONE: (805) 640-9798

FAX: (805) 646-4612

WEB SITE: <http://www.ojaischoolofmassage.com>

ACCREDITATION: Bureau for Private Postsecondary and Vocational Education

OFFERED: Certificate



PROGRAMS OR COURSES

- Holistic Equine Massage Therapy – 233 hours
- Holistic Massage Therapist, Levels I and II
- Holistic Aromatherapist
- Holistic Small Animal Massage Therapy – 150 hours

PACIFIC COAST TRADE SCHOOL

1690 Universe Circle, Oxnard, CA 93033

PHONE: (805) 487-9260

FAX: (805) 487-4760

ACCREDITATION: Bureau for Private Postsecondary and Vocational Education

OFFERED: Certificate, Diploma



PROGRAMS OR COURSES

- Accounting Clerk
- Combination Welder/Burner – Light Industrial
- Computer Networking and Basic Web Design
- Computerized Office Procedures
- Electronic Assembly
- Electronic Medical Billing
- Medical Assistant, Front and Back Office

PACIFIC SCUBA CENTER, INC.

480 S. Victoria, Suite D, Oxnard, CA 93030

PHONE: (805) 984-2566

FAX: (805) 382-8772

WEB SITE: <http://www.pacificscuba.com>

ACCREDITATION: American Council on Education, Professional Association of Diving Instructors

OFFERED: Certificate



PROGRAMS OR COURSES

- Assistant Diving Instructor
- Divemaster
- Open-Water Scuba
- Professional Diver



PACIFIC SEATEC

Mailing Address: P. O. Box 24197, Ventura, CA 93002

Physical Address: 110 North Olive, Suite M, Ventura, CA 93001

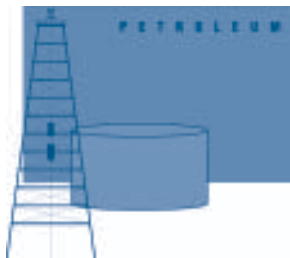
PHONE: (805) 648-1004

FAX: (805) 648-1005

WEB SITE: <http://www.pseatec.com>

ACCREDITATION: Minerals Management Service – U. S. Department of Interior, National Safety Council

OFFERED: Certificate



PROGRAMS OR COURSES

- Confined Space Standard
- Gas Measurement Theory and Practice
- Hazardous Communications
- Hazardous Waste Operation
- Hydrogen Sulfide Safety
- Petroleum Pipeline Operations
- Production Safety Systems

PROFESSIONAL DRIVER TRAINING SCHOOLS, INC.

1661 Pacific Avenue #19, Oxnard, CA 93033

PHONE: (805) 487-4474

FAX: (805) 487-0929

ACCREDITATION: Bureau for Private Postsecondary and Vocational Education

OFFERED: Certificate



PROGRAMS OR COURSES

- Commercial Truck Driver Training

PROGRESSIVE TRAINING INSTITUTE

701 Del Norte Blvd. #310, Oxnard, CA 93030

PHONE: (805) 604-4755

FAX: (805) 604-4772

EMAIL: bermudezconsulting@yahoo.com

ACCREDITATION: Bureau for Private Postsecondary and Vocational Education

OFFERED: Certificate



PROGRAMS OR COURSES

- ✦ *Brake Repair Program*
- ✦ *Electrical and Engine Performance*
- ✦ *Heating, Ventilation and Air Conditioning*

SUPERIOR TECHNICAL INSTITUTE

520 East Third Street, Suite B, Oxnard, CA 93030

PHONE: (805) 385-4761

FAX: (805) 385-4764

ACCREDITATION: Bureau for Private Postsecondary and Vocational Education

OFFERED: Certificate, Diploma



PROGRAMS OR COURSES

- ✦ *Computerized Office Systems Specialist*
- ✦ *Computer Repair and Servicing*
- ✦ *Electronic Assembly*
- ✦ *Engine Performance and Electrical Mechanic*
- ✦ *English Oriented Training*
- ✦ *Sewing Machine Operator*



THOUSAND OAKS HEALING ARTS INSTITUTE

2955 Moorpark Road, Thousand Oaks, CA 91360

PHONE: (805) 241-4194

FAX: (805) 493-1854

WEB SITE: <http://www.a2zhealth.com>

ACCREDITATION: Bureau for Private Postsecondary and Vocational Education

OFFERED: Certificate



PROGRAMS OR COURSES

- ✦ *Advanced Courses – Thai Massage, Myofascial Release Technique – Trigger Point Therapy, Deep Tissue and Sports Massage, Reiki I, II, Reflexology, Pregnancy and Infant Massage, Structural Movement – Stretch and Flex, Acupressure, Aromatherapy, Shiatsu, Lymphatic Drainage, Tuina, Chakras and Energy Work*
- ✦ *Advanced Swedish Massage Skills*
- ✦ *Basic Swedish Massage*
- ✦ *Health Massage Business Expo*
- ✦ *Holistic Bodywork Practitioner*
- ✦ *Massage Technician – Swedish Massage*
- ✦ *Massage Therapist*

APPRENTICESHIP PROGRAMS & Regional Occupational Program

CARPENTER'S APPRENTICESHIP TRAINING CENTER

412 Dawson Drive, Camarillo, CA 93012-8010
PHONE: (805) 482-1905
FAX: (805) 389-0707
WEB SITE: <http://www.calapprenticeship.org/Carpenter.htm>
ACCREDITATION: United Brotherhood of Carpenters and Joiners of America
OFFERED: Certificate

PROGRAMS

• *Carpenter Apprenticeship*



PAINTERS AND ALLIED TRADES – DISTRICT COUNCIL 36

2077 Yates Ave., City of Commerce, CA 90040
PHONE: (800) 727-3428
FAX: (323) 727-1180
EMAIL: dc36apprn@earthlink.net
ACCREDITATION: American Council on Education, International Brotherhood of Electrical Workers
OFFERED: Certificate

PROGRAMS

• *Southern California Glazing*
• *Southern California Drywall Finishing*
• *Southern California Painting*



SHEET METAL WORKERS JOINT APPRENTICESHIP COMMITTEE

Mailing: P. O. Box 3661, Ventura, CA 93006
Physical: 2500 Channel Drive, Ventura, CA 93003
PHONE: (805) 648-2220
FAX: (805) 648-5966
WEB SITE: <http://www.sheetmetalapprenticeship.org>
ACCREDITATION: International Training Institute for Sheet Metal Workers
OFFERED: Certificate

PROGRAMS

• *Sheet Metal Worker Apprenticeship*



VENTURA COUNTY ELECTRICAL JOINT APPRENTICESHIP & TRAINING COMMITTEE

201 Bernoulli Circle, Unit A, Oxnard, CA 93030

PHONE: (805) 604-1155

FAX: (805) 604-1166

WEB SITE: <http://www.ibewlu952.org>

ACCREDITATION: American Council on Education, International Brotherhood of Electrical Workers

OFFERED: Certificate



PROGRAMS

- ✦ *Electrician Apprenticeship Program*

VENTURA COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP)

465 Horizon Circle, Camarillo, CA 93010-8596

PHONE: (805) 388-4430

FAX: (805) 388-4428

WEB SITE: <http://www.venturacountyrop.com>

OFFERED: Certificate



PROGRAMS OR COURSES

- ✦ *Automotive Body and Collision Repair*
- ✦ *Auto Refinishing/Painting*
- ✦ *Automotive Service*
- ✦ *Banking and Finance*
- ✦ *Cabinet Making Technology*
- ✦ *Certified Nursing Assistant*
- ✦ *Computer Business and Software*
- ✦ *Computer Repair and Maintenance*
- ✦ *Computer Aided Drafting (CAD)*
- ✦ *Construction Technology*
- ✦ *Culinary Arts*
- ✦ *Dental Assistant*
- ✦ *Diversified Occupations*
- ✦ *Fashion/Retail Merchandising/Entrepreneurship*
- ✦ *Floral Design*
- ✦ *Graphic Design*
- ✦ *Health Careers*
- ✦ *Hospitality and Tourism*
- ✦ *Information Technology, Oracle, Java*
- ✦ *Machine Tool Technology*
- ✦ *Medical Assistant*
- ✦ *Network Development – Cisco/3.comm*
- ✦ *Office Technology*
- ✦ *Photography*
- ✦ *Silk Screening*
- ✦ *Stagecraft Technology*
- ✦ *Teacher's Aide*
- ✦ *Video Productions*
- ✦ *Web Design*
- ✦ *Welding*



OTHER EDUCATION & Work Training Programs

AMERICAN RED CROSS

Mailing Address: P. O. Box 5850, Ventura, CA 93005

Physical Address: 2355 Portola Road, Ventura, CA 93003

PHONE: (805) 339-2234

FAX: (805) 339-0311

WEB SITE: <http://www.arcventura.org>

ACCREDITATION: Journal of American Medical Association, American Medical Association, State of California

OFFERED: Certificate



PROGRAMS OR COURSES

- *Adult CPR, Infant & Child CPR, First Aid*
- *Child Care Provider*
- *Disaster Services – Mass Care Function, Family Service Function, Disaster Welfare Inquiry Function, Logistics Function*



MARINE CORPS RESERVE TRAINING (ROTC)

Mailing Address: 3609 'A' State Street, Santa Barbara, CA 93105

Physical Address: 217 West Gonzales Road, Oxnard, CA 93030

PHONE: (805) 898-9530, (805) 898-9531

FAX: (805) 898-9431

ACCREDITATION: American Council on Education

OFFERED: Certificate, Associate degree, Bachelor's degree, Master's degree, Doctorate degree



PROGRAMS OR COURSES

- *Accounting*
- *Administration*
- *Aviation Mechanic*
- *Aviation Electronics*
- *Aviation Ordinance*
- *Air Traffic Control*
- *Computer Programming*
- *Electronics*
- *Engineering*
- *Mechanics*
- *Military Technology – Navigators, Infantry, Artillery, Tanks*
- *Pilot*
- *Radar Repair*
- *Welding*

OPERATION W.O.R.K.

Mailing Address: P. O. Box 6283, Oxnard, CA 93031-6283

Physical Address: 234 East 6th Street, Oxnard, CA 93030

PHONE: (805) 486-0473

FAX: (805) 486-1345

WEB SITE: <http://www.operationwork.org>

OFFERED: Certificate



COMPUTERS

PROGRAMS OR COURSES

- ✦ *Introduction to Computers*
- ✦ *Learning Resource Center*
- ✦ *Security Training*

TRI-COUNTIES LABOR FOUNDATION

Mailing Address: P.O. Box 6928, Oxnard, CA 93031

Physical Address: Old Oxnard High School, Bldg. M, 935 W. Fifth St., Oxnard, CA 93030

PHONE: (805) 385-4487

FAX: (805) 385-4197

OFFERED: Certificate



COURSES

- ✦ *Asphalt Paving*
- ✦ *Concrete Construction*
- ✦ *Confined Space*
- ✦ *Environmental Courses*
- ✦ *Equipment Endorsement Courses*
- ✦ *Firewatch*
- ✦ *First Aid/CPR*
- ✦ *Forklift*
- ✦ *Landscaping*
- ✦ *Occupational Safety and Health Act (OSHA)*
- ✦ *Pipe Laying*
- ✦ *Scaffold Using/Building*
- ✦ *Safety*
- ✦ *Tilt-up Construction*
- ✦ *Traffic Control*
- ✦ *Welding*

WORK TRAINING PROGRAMS

51A Strathearn Place, Simi Valley, CA 93065; 2587 Teller Road, Newbury Park, CA; 4464 McGrath, Ventura, 93003

PHONE: (805) 520-8744

FAX: (805) 520-7666

WEB SITE: <http://www.wtpinc.org>

ACCREDITATION: Bureau for Private Postsecondary and Vocational Education, California Association for Rehabilitation Professionals

PROGRAMS OR COURSES

- ✦ *Assembly*
- ✦ *Business and Social Skills*
- ✦ *Building and Ground Maintenance*
- ✦ *Clerical Support*
- ✦ *Food Services*



VENTURA COUNTY TRAINING PROVIDERS

By Occupation

The producers of this directory do not endorse or recommend any particular training providers or programs. A sincere effort has been made to ensure the information is as accurate and up-to-date as possible. However, information and programs change frequently. Please contact the training providers directly to verify and update information.

COMPUTER-CONTROLLED MACHINE TOOL OPERATORS, METAL AND PLASTIC (514011)

Center for Employment Training
Simi Valley Adult School & Career Institute
Technology Development Center – Division of Ventura Adult Education
Ventura College
Ventura County Regional Occupational Program (ROP)

CONSTRUCTION LABORERS (472061)

Tri-Counties Labor Foundation
Ventura College
Ventura County Regional Occupational Program (ROP)

COOKS, RESTAURANT (352014)

Moorpark College
Oxnard College
Ventura College
Ventura County Regional Occupational Program (ROP)
Work Training Programs

ELECTRICAL & ELECTRONIC ENGINEERING TECHNICIANS (173023)

ITT Technical Institute
Marine Corps Reserve Training (ROTC)
Modern Institute of Technology
Moorpark College
Oxnard College
Technology Development Center – Division of Ventura Adult Education
Ventura College

ELEMENTARY SCHOOL TEACHERS, EXCEPT SPECIAL EDUCATION (252021)

Azusa Pacific University
California Lutheran University
California State University Channel Islands (CSUCI)
Pepperdine University – Ventura County Campus
University of California at Santa Barbara (UCSB) – Ventura Extension
University of La Verne
University of Phoenix, Ventura County Branch

FINANCIAL MANAGERS (113031)

California Lutheran University
California State University Channel Islands (CSUCI)
Learning Tree University
Moorpark College
Oxnard College
University of California at Santa Barbara (UCSB) – Ventura Extension
University of La Verne
University of La Verne – Pt. Mugu Residence Center
University of Phoenix, Ventura County Branch
Ventura College

FIRST-LINE SUPERVISORS/MANAGERS OF RETAIL SALES WORKERS (411011)

E Z Success
Goodwill Industries
Learning Tree University
Oxnard College
Ventura County Regional Occupational Program (ROP)

FITNESS TRAINERS & AEROBICS INSTRUCTORS (399031)

California Lutheran University
Learning Tree University
Moorpark College
Ventura College

FOOD SERVICE MANAGERS (119051)

Learning Tree University
Moorpark College
Oxnard College
Ventura College
Ventura County Regional Occupational Program (ROP)

GRAPHIC DESIGNERS (271024)

CompUSA Technology Training
Computer Idiot
Conejo Valley Adult Education
Learning Tree University
Moorpark College
New Horizons Computer Learning Center of Oxnard
Oxnard College
Simi Valley Adult School & Career Institute
Technology Development Center – Division of Ventura Adult Education
University of California at Santa Barbara (UCSB) – Ventura Extension
Ventura Adult Education (VCUSD)
Ventura College
Ventura County Regional Occupational Program (ROP)

LEGAL SECRETARIES (436012)

Learning Tree University
Oxnard College
Technology Development Center – Division of Ventura Adult Education

MARKETING MANAGERS (112021)

California Lutheran University
California State University Channel Islands (CSUCI)
Learning Tree University
Moorpark College
Oxnard College
Pepperdine University – Ventura County Campus
University of California at Santa Barbara (UCSB) – Ventura Extension
University of La Verne
University of La Verne – Pt. Mugu Residence Center
University of Phoenix, Ventura County Branch

VENTURA COUNTY TRAINING PROVIDERS – BY OCCUPATION

NETWORK AND COMPUTER SYSTEMS ADMINISTRATORS (151071)

Academy Education Services
California Lutheran University
Computer Career Learning Centers
Conejo Valley Adult Education
International College of Business & Technology
ITT Technical Institute
Learning Tree University
Modern Institute of Technology
Moorpark College
New Horizons Computer Learning Center of Oxnard
Oxnard College
Simi Valley Adult School & Career Institute
Technology Development Center – Division of Ventura Adult Education
University of California, Santa Barbara (UCSB) – Ventura Extension
University of Phoenix, Ventura County Branch
Ventura College
Ventura County Regional Occupational Program (ROP)

NURSING AIDES, ORDERLIES & ATTENDANTS (311012)

Moorpark College
Oxnard Adult School
Simi Valley Adult School & Career Institute
Ventura College
Ventura County Regional Occupational Program (ROP)

OFFICE MANAGERS (113011009)

E Z Success
Learning Tree University
Moorpark College
New Horizons Computer Learning Center of Oxnard
Oxnard College
Technology Development Center – Division of Ventura Adult Education
University of California at Santa Barbara (UCSB) – Ventura Extension
Ventura College

PHARMACY TECHNICIANS (292052)

Simi Valley Adult School & Career Institute
Technology Development Center – Division of Ventura Adult Education
Ventura Adult Education (VCUSD)

PHYSICAL THERAPISTS (291123)

California Lutheran University

RESPIRATORY THERAPISTS (291126)

Simi Valley Adult School & Career Institute

SHEET METAL WORKERS (472211)

Sheet Metal Workers Joint Apprenticeship Committee

STOCK CLERKS - STOCKROOM, WAREHOUSE OR YARD (435081039)

Tri-Counties Labor Foundation (Forklift instruction)

TEACHER ASSISTANTS (259041)

Moorpark College
Oxnard College
Ventura College
Ventura County Regional Occupational Program (ROP)

TRUCK DRIVERS, HEAVY & TRACTOR TRAILER (533032)

Azteca Truck Driving School
Professional Driver Training Schools

VETERINARY TECHNOLOGISTS & TECHNICIANS (292056)

Moorpark College
Ventura College

WEB DESIGNERS/DEVELOPERS & ADMINISTRATORS – WEBMASTERS (151099009)

California Lutheran University
Certifications Plus Learning Center
Computer Career Learning Centers
Computer Idiot
Conejo Valley Adult Education
International College of Business & Technology
Learning Tree University
Lynda.com
Moorpark College
New Horizons Computer Learning Center of Oxnard
Oxnard College
Pacific Coast Trade School
Simi Valley Adult School & Career Institute
Technology Development Center – Division of Ventura Adult Education
Ventura College
Ventura County Regional Occupational Program (ROP)

WHOLESALE & RETAIL BUYERS, EXCEPT FARM (131022)

California State University Channel Islands
Learning Tree University

EDUCATION FOR THE FUTURE

"Shortages of employees with the requisite skills exists across the entire spectrum of job levels ...and across all industries.

Computer use is now routine in the work place. More than two-thirds of American workers (68 percent) use a computer every day.

Problems of skill-gap related labor shortages are expected to become much more widespread and severe during the coming decade. Baby boomer retirements will vacate many high-skill, technical, professional and managerial jobs for which there may not be adequate supplies of appropriately trained new workers. ...many of the new jobs to be created will require bachelor's and even graduate degrees.

...note should be taken of the important role that the associate degree will play in making workers educationally qualified by the new jobs to be created in the coming decade. Nearly one-third of the new jobs are predicted to require this level of educational attainment."

***Challenges and Choices —
Closing the Gap Between Unskilled Workers and Unfilled Jobs
by Ventura County Workforce Investment Board, January 2004***

CAREER LADDERS

Following a path to success

"Climbing the ladder of success" and "career ladders" nearly disappeared from the workplace lexicon after two decades of organizational downsizing. There is renewed interest in career ladders as industries and employers face recruitment and retention difficulties due to changes in occupations resulting from technological advances and changes in the characteristics of the workforce. While traditional career ladders were most often found within large organizations, the career ladders of the 21st century are regional or industry-wide.¹

WHAT ARE CAREER LADDERS?

Career ladder is a term used to describe a program that integrates education, training, and work to allow individuals to continually advance and thereby improve job satisfaction.² Careers Under Construction, May 2003, developed by the California Employment Development Department, Labor Market Information Division, defines career ladders as structures that relate occupations in an organization or industry based upon skill progressions and increased earnings.

- **Organization Career Ladders** – Traditionally, career ladders have been occupational structures that encourage, recognize, and reward capable employee performance in a specific organization. It required a large organization to support employee development.
- **Industry-wide Career Ladders** – Today's trend toward industry or geographic career ladder collaboration makes career ladders accessible for employers of all sizes. Industry-wide career ladders are emerging as employers face increased difficulty in finding skilled workers and identify strategies to move workers up, while new employees move into entry level.¹

According to the Workforce Strategy Center, career ladders are "long-term career progression pathways that enable individuals to advance, particularly in high-wage, high-growth career areas such as manufacturing and information technology." They further state, "Career ladders are not a single training program or even a model, but rather, a system and framework for organizing and delivering career education on a lifelong path."²

A career ladder should:

- Target high-wage, high-growth sectors
- Provide a full spectrum of education and training
- Provide a variety of learning and training opportunities
- Integrate work and learning
- Provide life-long education and training opportunities

Career ladders must not only allow workers to "climb up" within a given field, but also diagonally and horizontally into new careers as needed. The term "career paths" or "career lattices" rather than "career ladders" may more accurately reflect the type of lateral movement that often occurs in the workplace today. Lateral career moves have become a way for employees to transfer or broaden existing skills, learn about other areas of the organization, develop new talents, demonstrate versatility, and prepare for future vertical moves. See page 111 for a career path format and page 112 for a career lattice format.

USES FOR CAREER LADDERS & CAREER LATTICES

Career ladders and career lattices have many applications for individual employers, employees, and industries.¹

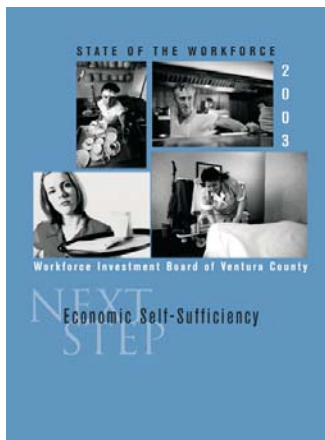
- **Awareness** – Viewing the ladder or lattice gives present and potential employees ideas of occupations that match their educational and earnings aspirations. The ladder or lattice can display the broad framework of opportunities within an industry, rather than focusing in on just a few occupations.
- **Employee Retention** – Career ladders provide an incentive for employees to stay with an organization when they see opportunities to advance. By retaining and developing the capacity of current personnel, employers save on costly turnover, recruitment, and training expenses.
- **Performance Incentive** – The opportunity for advancement motivates employees to produce and perform well on the job and to acquire new knowledge and skills.

- **Recruitment** – Recruiters can use a career lattice poster to discuss the variety of career paths and opportunities for growth.
- **Career Development Programs** – Career ladders provide an easily understood tool to assist career counselors and individuals in career planning and decision-making.
- **Establish Standards** – Through collaborative efforts, industry career ladders and skill standards and certification can be developed.
- **Wage Mobility** – Career ladders can promote self-sufficiency by increased earning capacity.

CAREER LADDERS PROMOTE ECONOMIC SELF-SUFFICIENCY

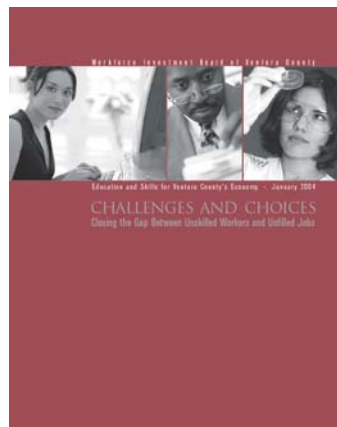
What is the Self-Sufficiency Standard?

The Self-Sufficiency Standard is the amount of income a family needs to meet their basic needs, in the regular marketplace, without any public or private assistance. It is not a measure of what poverty is, but rather a measure of what is adequate.³



According to the Workforce Investment Board's (WIB's) 2003 *State of The Workforce Report – Next Step: Economic Self-Sufficiency*, 31.4 percent of Ventura County's workforce earn \$10.00 or less per hour. High costs and low wages prevent many workers from achieving self-sufficiency, yet they are ineligible for public assistance because their earnings are above the Federal Poverty Line.

A new WIB study, “*Challenges and Choices*,” released in January 2004, focuses on “Skill Gaps,” that is deficits in the education and skill levels of available workers compared to the requirements of existing and forecasted future jobs. The Ventura County WIB is committed to close income and skill gaps through access to instruction, career ladders, and other assistance.



RELATIONSHIP OF SKILLS TO CAREER LADDERS

Career ladders could be defined as skill progressions; therefore, skill awareness and skill standards are critical elements in building industry career ladders and the education and training curriculums that support career ladders.

Skill Standards – Skill standards spell out precisely the competencies needed and provide a process to acquire, assess, and certify those competencies. Such skill standards are recognized within an industry and are portable from employer to employer and across geographic boundaries. Skill standards benefit employers, workers, educators, and public agencies.

Skill standards share the following qualities according to the National Skills Standards Board (NSSB):

- Driven by industry needs
- Required knowledge and skills established by methodical occupational analysis of work and worker requirements
- Required level of achievement for competency
- Validated by statistical sampling of employers and workers
- Legally defensible and in compliance with applicable laws and regulations
- Quantifiable process for proficiency measurements and certification
- Up-to-date¹

Continuous employment demands that workers meet the changing skills requirements in the workplace. In addition, learning valuable “soft skills”, such as a good work ethic and getting along in the work place, can assist in moving up the career ladder.

Education is a Key – Education means a good job and continuing education means keeping it. The education component of a career ladder is most commonly supplied by community colleges. Community colleges offer both remedial and vocational courses in their certificate and degree programs. They routinely develop customized courses to meet employer workplace learning needs. With emphasis on specific career paths and lifelong learning, the curricula must be related to the workplace and be immediately relevant to the worker.

The goal of the new California State University, Channel Islands is to educate a workforce that would be conducive to the businesses of Ventura County. Some of the programs the university offers are in bioinformatics, biochemistry, computer graphics, computer science, and education.

Other public and proprietary educational institutions offer a variety of skill training and certificate programs. For a detailed list of training providers and their programs see the Training Provider Directory in this report.

PARTNERSHIPS AND COLLABORATION

It takes partnership to create an industry-based career ladder and collaboration is essential. The WIB's *State of the Workforce 2003, Next Step: Economic Self-Sufficiency and Challenges and Choices*, both cite the need for partnerships between workforce development specialists, employers, and educators in helping workers build skills for the best jobs that will be available in the community. Each of the following is a potential partner having significant knowledge or resources to contribute to an industry career ladder project.

- Employers
- Workforce Investment Board (WIB)
- Community Colleges
- Adult Education
- Other educators
- Division of Apprenticeship Standards (DAS)
- Employment Development Department (EDD)
- Labor Unions
- National Skills Standards Board (NSSB)
- Community organizations
- Professional and trade associations

The Ventura County WIB was recently invited to join the Corporation for a Skilled Workforce's (CSW's) Professional Learning Consortium, a network comprised of some of the top workforce boards in the country. The CSW was created to build workforce development strategies and systems that can produce an efficient and competitive workforce.

- CSW believes the current public policy, which is focused heavily on publicly funded program-based solutions, is obsolete.
- CSW sees the chief focus of workforce policy and practice at the community level.
- CSW believes public and private leadership can play a critical role in developing knowledgeable, skill-based "sustainable communities."⁴

Following are some positive ways in which the Ventura County WIB has collaborated within the community to improve workforce capacity and deployment.

Health Services – "Employers and government working with employees can change the earning potential of our county," says Penny Boehm, WIB immediate past chair. "We see this in the success of

WIB programs such as the Medical Career Ladder, which specifically trains low-wage workers for higher-paying positions offered through their employers." The Regional Nurse Workforce Initiative was established to increase the supply of licensed nurses. Ventura County Workforce Area has established contracts with Moorpark College, Ventura College, and Simi Valley Adult School to provide training and job placement.



Biotechnology – One of the best opportunities for career development in Ventura County is in the biotechnology field. Over the past decade Ventura County has seen growth in the non-durable manufacturing sector, which includes the biotech companies. This sector has posted the largest gain in average annual salary and has become the highest paid sector in the county. Collaborative efforts in developing career ladders can identify the skills needed to move into these high-paying occupations.

The WIB is committed in addressing the specific needs of the biotech industry through collaborative and innovative approaches. Application for a grant to develop a **Biotech Career Pathways** is backed by strong support and partnership with the Ventura County Community College District, Ventura College Biotechnology Department, and industry experts from the Venture Coast Biotechnology Industry Organization (VCBio). The goal of the Central Coast Biotechnology Center, operated by Ventura College, is to advance a well-trained biotechnology workforce through community colleges in support of California's economic growth and global competitiveness.⁵ A special section on biotechnology can be found in this report.

Building Career Ladders in Demand Industries – The challenge, in building career ladders in demand industries, is to leverage public funds to stimulate private sector initiatives that are coordinated with workforce development goals. Donations from large corporations can help fund education for industry career ladders. Community colleges, universities, and other trainers need to target demand industries and career ladders.

CAREER CHANGES AND SWITCHING TO DEMAND INDUSTRIES

Studies on wage mobility in California showed that workers who switched industries enjoyed substantially higher earnings growth, over a 12-year period, than workers who remained in the same industry. The findings show that workers switching industries are searching for a better match and young workers are seeking jobs that provide better career and earning potential.⁶

High-tech sector – Ventura County's high-tech sector is not dominated by one technology. The County has firms in defense, aerospace, computers, entertainment, and more. What is common in these firms is that they produce high-value added products, they employ very well-educated workers, and they pay those workers well. Career ladders and lattices identify occupations, skills, and education necessary to move up or laterally from one high-tech sector into another or even into another industry.

Tech-to-Teach – When local companies sliced operations or relocated, the county's WIB created a new program to retain those ex-employees. The Tech-to-Teach program, funded by Department of Labor grants, is transforming 25 former science and technology workers into science, math, and special education teachers. The success of the program was rewarded with additional funds to develop a new student cohort for the Fall 2003 and Spring 2004 semesters. The additional funds will help 100 more dislocated technology workers become much-needed teachers.



"NEXT STEP"

Career ladders based on skill standards and/or national certifications are grounded in a reality that is measurable. Yet, more is needed to ensure career ladder programs are a success. Career ladders, like any ladder, must lean on something for support. Career development services provide a foundation for career ladders through assessment and career counseling services. Career choices based upon such self-knowledge matched to occupational information become gratifying career decisions that benefit workers, employers, and the greater community. Without the support of a well-run career development program, career ladder graphics illustrate an unrealized potential.

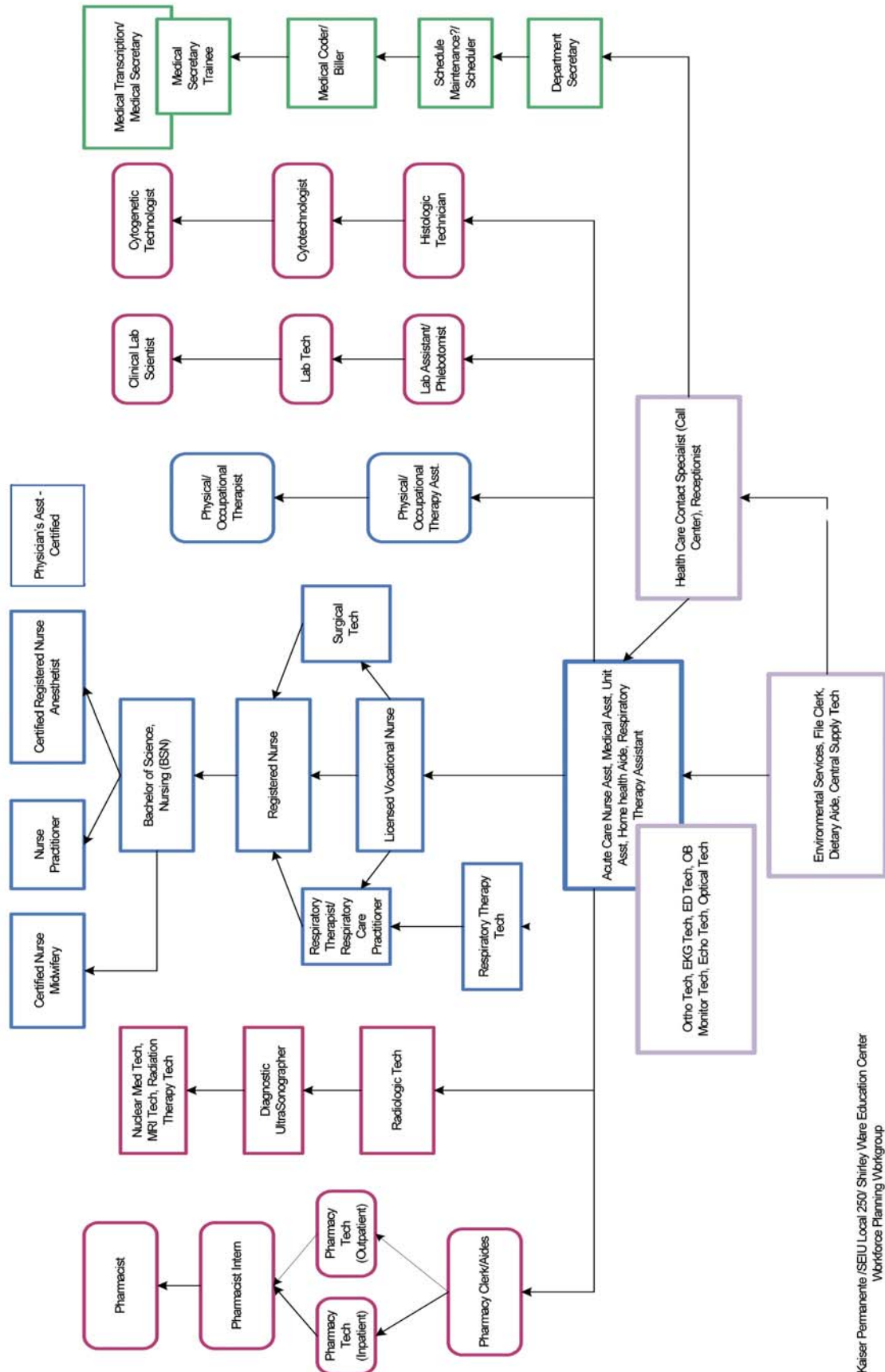
The Ventura County WIB's responsibility is to consciously re-engage employers with the public systems for employment and workforce development. The WIB invites community participation as we invest for a trained workforce in the growth sectors of the economy. The ultimate goal is to enable workers to have satisfying careers with income and assets sufficient to support a high standard of living for individuals and families in Ventura County and for business to expand and remain competitive.

Education and training can help low-wage workers move into these career opportunities. Creating bridges for workers to receive the education and training for high-demand jobs is a primary focus of the Ventura County WIB.

- ¹ Careers Under Construction, Models for Developing Career Ladders, by Employment Development Department, Labor Market Division, May 2003
- ² Ventura County Workforce Investment Board, State of the Workforce 2003 - Next Step: Economic Self-Sufficiency
- ³ Aimee Durfee, National Economic Development & Law Center
- ⁴ Corporation for a Skilled Workforce - Concept Paper February 2002
- ⁵ Central Coast Biology Center <http://academic.venturacollege.edu/programs/biotech/index.htm>
- ⁶ California Policy Review, Growth and Employment - Moving Up? - Earnings Mobility in California, p.2

CAREER PATH FORMAT

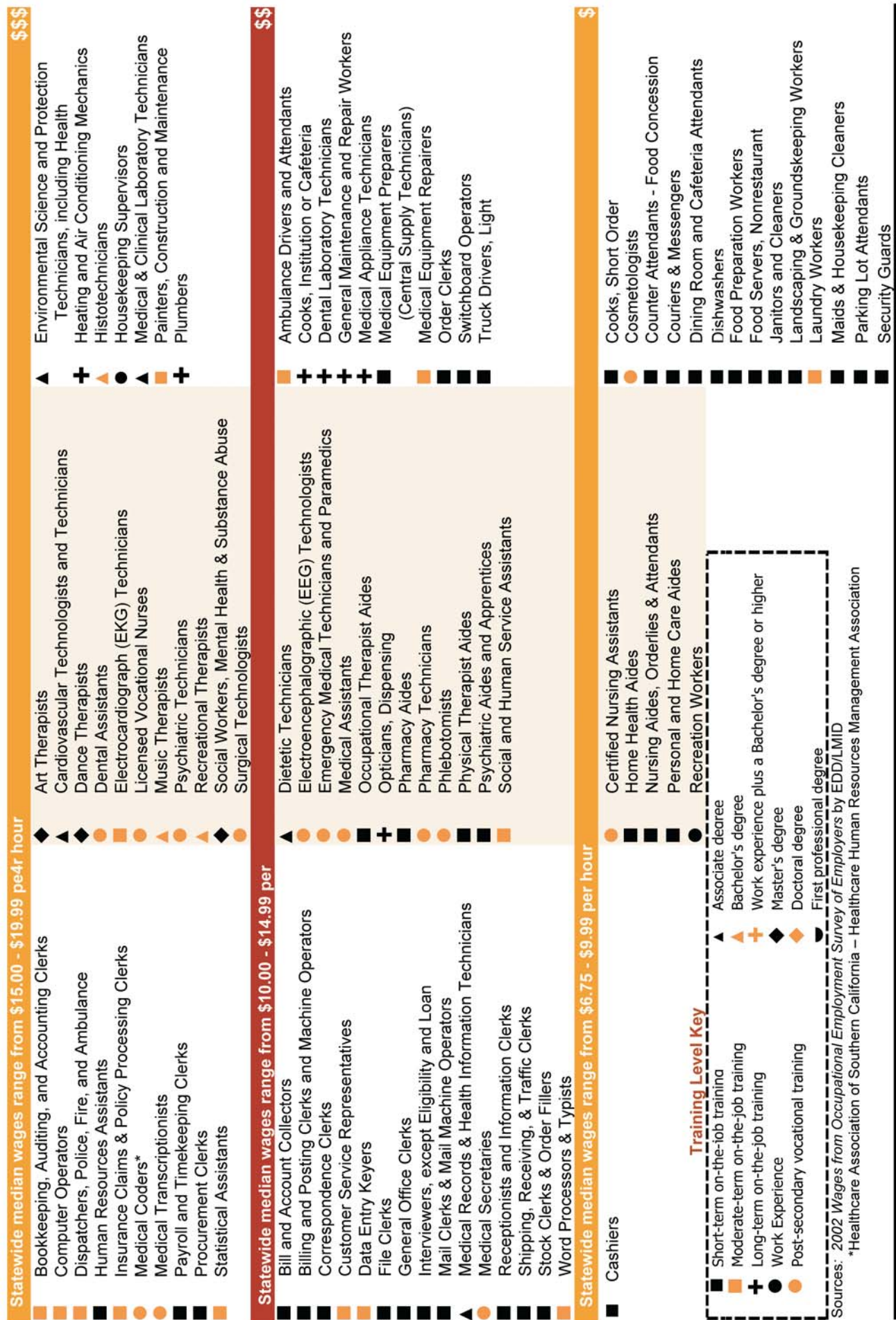
Career paths showing some lateral movement
between related occupations



Kaiser Permanente /SEIU Local 250/ Shirley Ware Education Center
Workforce Planning Workgroup
8/02

Health Care Industry Careers – Room to Learn and Grow!

Administrative Support and Management Occupations		Direct Patient Care Occupations		Other Health Services and Operations Support Occupations	
Statewide median wages more than \$39.00 per hour					
+	Chief Executives	▼	Dentists		
+	Computer and Information Systems Managers	▼	Optometrists		
+	Financial Managers	▼	Pharmacists		
+	Marketing Managers	▼	Physicians and Surgeons		
Statewide median wages range from \$30.00 - \$38.99 per hour					
▲	Computer Programmers	◆	Clinical Nurse Specialists*	▲	Mechanical Engineers
▲	Computer Systems Analysts	▲	Dental Hygienists	▲	Orthotists
◆	Health Specialties Teachers, Postsecondary	◆	Nurse Anesthetists*	▲	Prosthetists
+	Human Resources Managers	◆	Nurse-Midwives*		
▲/◆	Management Analysts	◆	Nurse Practitioners*		
▲/◆	Medical and Health Service Managers	◆	Physical Therapists		
◆	Operations Research Analysts	▲	Physician Assistants		
+	Public Relations Managers	▼	Podiatrists		
+	Purchasing Managers	◆	Psychologists, Clinical		
Statewide median wages range from \$25.00 - \$29.99 per hour					
▲	Accountants and Auditors	◆	Audiologists	▲	Cytotechnologists
+	Administrative Service Managers	▼	Chiropractors	▲	Histotechnologists
▲	Budget Analysts	▲	Diagnostic Medical Sonographers	▲	Medical and Clinical Lab Technologists
▲	Database Administrators	◆	Epidemiologists	◆	Medical Scientists
◆	Nursing Instructors and Teachers, Postsecondary	▲	Nuclear Medicine Technologists	◆	Microbiologists
		▲	Occupational Therapists		
		▲	Radiation Therapists		
		▲/▲	Registered Nurses		
		◆	Speech-Language Pathologists		
		▲	Ultrasound Technologists		
Statewide median wages range from \$20.00 - \$24.99 per hour					
+	Claims Adjusters, Examiners, & Investigators	▲	CT Technologists (Computerized Tomographics)	▲	Biomedical Equipment Technicians
▲	Compensation, Benefits, & Job Analysis Specialists	▲	Dietitians and Nutritionists	+	Carpenters
▲	Computer Support Specialists	◆	Educational, Vocational, & School Counselors	+	Electricians
●	Employment, Recruitment, & Placement Specialists	▲	Occupational Therapist Assistants	+	Perfusionists
▲	Food Service Managers	▲	Physical Therapist Assistants	+	Stationary Engineers & Boiler Operators
▲	Insurance Sales Agents	▲	Psychiatric Technician Instructors		
◆	Librarians	▲	Radiologic Technologists & Technicians		
▲	Public Relations Specialists	▲	Respiratory Therapists		
▲	Purchasing Agents	◆	Social Workers, Medical & Public Health		
▲	Training and Development Specialists	●	Vocational Education Teachers, Postsecondary		



CAREER LATTICE FORMAT

RESOURCES FOR BUILDING CAREER LADDERS

Careers Under Construction – Models for Developing Career Ladders

<http://www.calmis.ca.gov/htmlfile/pubs.htm>

The resources and processes described in *Careers Under Construction, Models for Developing Career Ladders*, by the Employment Development Department Labor Market Information Division, are designed as a catalyst for discussion and action for local workforce investment partners – employers, training providers, and workers – interested in planning and implementing regional career ladder programs.

Employment and Training Programs

http://www.etp.cahwnet.gov/career_ladders.cfm

The Employment Training Panel and the Employment Development Department are coordinating a joint program to help businesses identify and build job ladders designed for the advancement of entry-level workers. The Career Ladders program will work with those industry associations and employers that are interested in building job ladders in a partnership with business, labor, and government.

Workforce Strategy Center

<http://www.workforcestrategy.org/careerpathways.html>

The Workforce Strategy Center is providing management and technical assistance to a consortium of city agencies, community-based organizations, educational institutions, employers, and funders working to create a more systemic approach to ensuring that the economically disadvantaged can access a wide array of career opportunities. Each effort is focused on building a framework for a regional career ladders education and training system.

Career LADDERS

<http://www.careerladders.net/main/careerladders.htm>

The Career LADDERS Project is a result of the vision of local leaders who came together in 1994 to form a coalition of workforce preparation partners in Santa Cruz County. Partners wished to coordinate their resources to create a more integrated, employment-driven workforce development system that mobilizes public and private sector resources to prepare local people for jobs with a future. They enlisted the support of the David and Lucile Packard Foundation to initiate the Career LADDERS Project in 1998. LADDERS has since been working on the core initiatives described throughout this site: career ladders, English literacy, computer proficiency and the 1,000 Jobs Campaign.

CAREER ADVANCEMENT

Where a job can lead to

VENTURA COUNTY

The following profiles show where a job can lead to, using Ventura County occupational wage data. The education and training reflects the preference of most employers and the manner in which most workers become proficient in the occupations.

The January 2004 groundbreaking report, *Challenges and Choices – Closing the Gap Between Unskilled Workers and Unfilled Jobs*, commissioned by the Workforce Investment Board, compares education and training requirements for local jobs with education and skill levels of local workers. The study concludes “Ventura County is confronted with several challenges, not only to create higher-paying jobs, but also to prepare workers to take advantage of those opportunities.”

Community leaders, businesses, educators, workforce development specialists, policy-makers, and economic development professionals can work together to develop and implement strategies to meet these challenges.

The following profiles show the education and training needed to move up to higher-paying jobs. We hope it can be a useful tool for workforce investment partners and employers considering career ladders as part of their strategy for developing and retaining a skilled workforce.

Commentary, on where a job can lead to, is from the Employment Development Department’s *California Occupational Outlook Guides* or the U.S. Department of Labor *Occupational Outlook Handbook*, when available. Wage data is specifically for Ventura County and is taken from the OES survey, described in the Career Advancement Methodology on page 128. Job titles are from the Standard Occupational Codes (SOC) dictionary. Consequently, they may not reflect all the job titles used by an industry.

Edna Lindstrom, CCOIS Project Manager, LMI Researcher



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COMPUTER TECHNOLOGY

Information Systems

COMPUTER SUPPORT SPECIALISTS

Beginning computer support specialists start out at an organization dealing directly with customers or in-house users. Then, they may advance into more responsible positions in which they use what they learn from customers to improve the design and efficiency of future products. Job promotions usually depend more on performance than on formal education. Eventually, some computer support specialists become *applications developers*, designing products rather than assisting users. Computer support specialists at hardware and software companies often enjoy great upward mobility; advancement sometimes comes within months of initial employment.



COMPUTER PROGRAMMERS

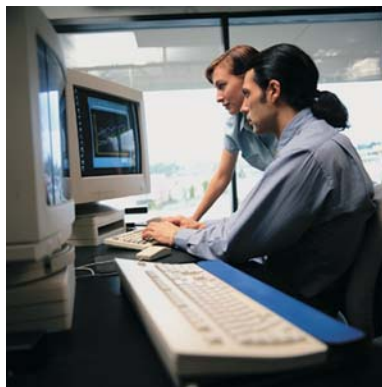
For experienced workers, the prospects for advancement are good. In large organizations, they may be promoted to *Lead Programmers* and be given supervisory responsibilities. Some Applications Programmers become *Systems Programmers* after they acquire additional experience and complete courses in systems software. Both Applications Programmers and System Programmers may become *Systems Analysts* or be promoted to *managerial positions*. Some Programmers start their own software companies that specialize in a particular niche of programming such as games or business accounting software.



COMPUTER SYSTEMS ANALYSTS

In large data processing departments, persons who begin as junior systems analysts may be promoted to *senior or lead analysts* after several years of experience. Systems Analysts who show leadership ability can advance to jobs as *managers of systems analysis or data processing departments*. They also can become *project managers* or advance into management positions such as *manager of information systems* or *chief information officer*. Some Systems Analysts with several years of experience may start their own computer consulting firms.

Strong opportunities can be found in computer technology. Employment in computer and data-processing services providing prepackaged and specialized software, data and computer-systems design and management, and computer related consulting services is expected to grow much faster than average.



COMPUTER SOFTWARE ENGINEERS

As is the case with most occupations, advancement opportunities for computer software engineers increase with experience. Entry-level computer software engineers are likely to test and verify ongoing designs. As they become more experienced, computer software engineers may be involved in designing and developing software. They eventually may advance to become a *project manager*, *manager of information systems*, or *chief information officer*. Some computer software engineers with several years of experience or expertise find lucrative opportunities working as *systems designers* or *independent consultants* or starting their own computer consulting firms.

DATA BASE ADMINISTRATORS

Database administrators may advance into *managerial positions* such as *chief technology officer*, based on their experience managing data and enforcing security.

COMPUTER NETWORK TECHNICIANS

Entry-level network and computer systems technicians are involved in routine maintenance and monitoring of computer systems, typically working behind the scenes in an organization. After gaining experience and expertise, they often are able to advance into more senior-level positions in which they take on more responsibilities, for example, *network and computer systems administrators*.



NETWORK AND COMPUTER SYSTEMS ADMINISTRATORS

Senior network and computer systems administrators may present recommendations to management on matters related to a company's network. They also may translate the needs of an organization into a set of technical requirements, based on the available technology. As with support specialists, administrators may become *software engineers*, actually involved in the designing of the system or network, not just the day-to-day administration.

COMPUTER SYSTEMS ENGINEERS

Depending on where they work, systems engineers may advance to *field office team leader*, *branch or division sales manager*, or *manager of corporate data processing*. Some elect to move into other corporate or staff functions, such as *product planning* or personnel. A few go into business for themselves, as *systems designers* or *consultants*.

COMPUTER SCIENTISTS

Computer scientists employed in private industry may advance into *managerial or project leadership positions*. Those employed in academic institutions can become heads of research departments or published authorities in their field. Computer specialists with work experience and considerable expertise in a particular subject area or application may find lucrative opportunities as *independent consultants* or choose to start their own computer consulting firms.

Digital Media



Multimedia uses computers to bring together text, sounds, animation, graphic art, and video to educate, inform, and entertain. Multimedia has changed the way people learn, communicate, and entertain themselves.



DESKTOP PUBLISHING SPECIALISTS

With increased knowledge and experience, workers in large firms can move from basic desktop publishing tasks to those with greater responsibilities, such as leading a major publication project through all the steps from design concept to print distribution. Some of these workers leave firms to start their own companies and become *consultants* to business, industry, or government. Others with an interest, the talent, and further education may turn to careers in *graphic design* or *commercial art*.

COMPUTER GRAPHIC DESIGNERS

Computer Graphic Designers may work several years before acquiring the skills and reputation for higher paying jobs with more responsibilities. They may advance to the position of *art director* or become *director of projects* within an agency or organization. Many free-lance artists work as *consultants* while continuing in their craft.

WEB DESIGNERS/DEVELOPERS (WEBMASTERS)

In large firms, persons who begin as Web Page Designers may be promoted to Web Masters/Mistresses. Web Masters/Mistresses who show leadership ability also can advance to jobs as *system administrators* or as *managers* of other departments within their firm. Some Web Masters/Mistresses with several years of experience may start their *own Internet marketing consulting firms*.

MULTI-MEDIA ARTISTS AND ANIMATORS

Animation jobs are shifting from hand-drawn animations to computer-generated features and videos. There are career opportunities for people with knowledge and skills in these areas.

Computer & Information Systems Managers – \$30.62/\$53.35
Bachelor's degree and some work experience

Computer & Information Scientists, Research – \$31.04/\$44.76
Doctoral degree

Computer Software Engineers, Applications – \$25.74/\$38.41
Bachelor's degree

Computer Software Engineers, Systems Software – \$23.61/\$36.50
Bachelor's degree

Multi-Media Artists and Animators – \$17.24/\$27.53
Bachelor's degree

Computer Systems Analysts – \$25.53/\$35.89
Bachelor's degree

Web Designers/Developers (Webmasters) – \$15.82/\$25.89*
Work experience

Computer Programmers – \$21.77/\$35.82
Bachelor's degree

Graphic Designers – \$14.40/\$19.41
Bachelor's degree

Database Administrators – \$20.05/\$35.88
Bachelor's degree

COMPUTER TECHNOLOGY

Desktop Publishers – \$12.99/\$18.58
Post-secondary vocational education

Network & Computer Systems Administrators – \$21.78/\$32.54
Bachelor's degree

Computer Support Specialists – \$12.47/\$21.34
Associate degree

CONSTRUCTION

The construction industry has some of the top paying jobs requiring less than a high school education. A growing population will continue to need housing and commercial developments as well as improvements in roads, highways, bridges, and mass transit.

CONSTRUCTION TRADE HELPERS

Possible career paths for advancement include *construction trade apprentice, journey-level construction worker, Estimator, and construction supervisor.*



CARPENTERS

Carpenters with experience, skills, knowledge of new developments in carpentry, and leadership may be promoted to *supervisor*. Some may become a *superintendent or estimator*. Those with enough money and business knowledge may become *self-employed contractors*.

PAINTERS AND PAPERHANGERS

Promotion for Painters and Paperhangers is usually by going through the regular skill levels to reach journey-level. Some workers advance to *supervisor, superintendent, cost estimator, or sales associate*. Many become self-employed, but the competition for jobs is tough. Most self-employed workers must obtain a painting and decorating license, issued by their local State Contractor's Board, by passing a three-hour trade test and a three-hour business operation test. Workers must have four years of journey-level experience in the past 10 years to qualify for the contractor test.

FLOOR COVERING INSTALLERS

Journey-level installers keep their skills up to date by attending classes at floor covering training centers and those offered by manufacturers of floor covering materials and supplies. Some experienced installers become *supervisors or estimators*. Others go into business for themselves as *licensed contractors*.

ELECTRICIANS

Experienced Electricians may advance to *leadperson, supervisor, chief electrician, or superintendent*. Many Electricians enter business as independent *electrical contractors*. Others work as trade or *vocational school instructors, building supply sales representatives, electrical inspectors, or estimators*.



DRYWALL INSTALLERS AND TAPERS

Skilled Drywall Installers and Tapers may become *supervisors*, or they may start their *own business*. In order to be a business owner, a license is required. The license, from the State Contractor's Board, requires four years of journey-level experience and the knowledge to pass the written trade and business test. A large number of drywall workers are self-employed, especially in small towns and rural areas.

PLUMBERS

Upon completion of apprenticeship programs, apprentice Plumbers advance to *journey-level* pay scales and responsibilities. In large firms, a journey-level Plumber may advance to *supervisor or superintendent*. Self-employment as a plumbing contractor is also a possibility. Persons with considerable experience in plumbing may become *Plumbing Inspectors*.

SHEET METAL WORKERS

Opportunities for advancement, as well as year-round employment, are enhanced if journey-level workers continue to broaden and improve their skills. Courses in blueprint reading, welding, heating, and air-conditioning are particularly valuable. Some journey-level workers become *supervisors*; others become *estimators or managers*. Those who establish their own business need to get a sheet metal contractor's license from the Contractors State License Board. The license requirements include four years of journey-level experience, and written examinations which test knowledge of sheet metal work and business operations.



HEATING AND AIR CONDITIONING MECHANICS

Many service and maintenance shops are small with little chance for advancement. In larger shops, journey-level mechanics can advance to *supervisory positions*. Some mechanics can become *self-employed*.

BRICK MASONS

Successful completion of the training program is necessary to become a qualified Brick Mason. Experienced Brick Masons can advance to *supervisory positions*. Some union contracts require a supervisor if three or more workers are employed on the job. With additional training, some Brick Masons become *estimators*, whose job is to look at building plans, obtain quotations on masonry material, and prepare and submit bids. Many others establish their own contracting business.

CEMENT MASONS

With experience and good performance, Cement Masons can be appointed to *crew leader* or *superintendent* positions by their contractors. They can also become *cement contractors* which requires a license. The license is issued by the State Contractor's Board and requires four years of journey-level experience and the knowledge to pass the written trade and business tests.



OPERATING ENGINEERS

Operating engineers may increase their hourly pay by learning to operate machines requiring higher skill. Persons with above-average ability may be promoted to *foreman*, *superintendent*, or *project manager*. Some workers become *owner-operators*, furnishing both machine and operator at a specified rental rate.

CONSTRUCTION MANAGERS

Advancement opportunities for construction managers vary depending upon an individual's performance and the size and type of company for which they work. Within large firms, managers may eventually become *top-level managers or executives*. Highly experienced individuals may become *independent consultants*; some serve as expert witnesses in court or as arbitrators in disputes. Those with the required capital may establish their own construction management services, *specialty contracting*, or *general contracting firm*.



CONSTRUCTION AND BUILDING INSPECTORS

Construction and Building Inspectors usually promote to higher level positions, such as *senior construction and building inspector*, *principal construction and building inspector*, and *chief construction building inspector*. Each higher level requires additional knowledge and experience, and usually involves supervisory responsibility. Upper level Building Inspectors perform the entire range of moderate to difficult inspections of a variety of residences, commercial, and industrial buildings. Promotions in public agencies depend upon passing a series of written and/or oral civil service examinations for each higher level of the Construction and Building Inspector series.



General and Operations Managers – \$25.50/\$51.30
Bachelor's or higher and some work experience

Operating Engineers & Construction Equipment Operators – \$15.97/\$27.30
Moderate-term (1-12 months) on-the-job training

Construction Managers – \$26.65/\$38.78
Bachelor's degree

Cement Masons & Concrete Finishers – \$13.78/\$22.16
Long-term (12 months) on-the-job training

First-Line Supervisors/Managers of Construction Trades – \$20.80/\$28.73
Work experience

Heating, Air Conditioning, & Refrigeration Mechanics – \$9.53/\$17.96
Long-term (12 months) on-the-job training

Cost Estimators – \$17.02/\$27.60
Bachelor's degree

Plumbers, Pipefitters, & Steamfitters – \$11.97/\$18.70
Long-term (12 months) on-the-job training

Drywall and Ceiling Tile Installers – \$14.27/\$23.79
Moderate-term (1-12 months) on-the-job training

Brickmasons & Blockmasons – \$12.24/\$17.68
Long-term (12 months) on-the-job training

Electricians – \$14.26/\$23.67
Long-term (12 months) on-the-job training

Sheet Metal Workers – \$11.87/\$19.03
Moderate-term (1-12 months) on-the-job training

Carpenters – \$11.32/\$18.44
Long-term (12 months) on-the-job training

Carpet Installers – \$9.88/\$16.52
Moderate-term (1-12 months) on-the-job training

Painters, Construction & Maintenance – \$10.48/\$14.65
Moderate-term (1-12 months) on-the-job training

Construction Laborers – \$9.45/\$15.83
Moderate-term (1-12 months) on-the-job training

Helpers, Construction Trades – \$9.17/\$12.13 (average)
Short-term (30-day) on-the-job training

CONSTRUCTION

FINANCIAL ACTIVITIES

BOOKKEEPING, ACCOUNTING, AND AUDITING CLERKS

Bookkeeping, Accounting, and Auditing Clerks have very good chances to move up to more responsible assignments. Promotions depend on the workers' amount of experience in this type of work, their willingness to further their education, their ability to handle a high amount of detail, and their *supervisory* skills. Workers just starting out can begin with recording easier actions such as accounts receivable or accounts payable. Some workers can move up to *accounting or auditing positions* and, in large organizations, to *office or credit manager, chief accountant, and assistant treasurer*.



ACCOUNTANTS AND AUDITORS

Experienced Certified Public Accountants (CPAs) may advance to *manager* and eventually to *partner*. Some leave to open their own practices. Management Accountants may become *senior-level supervisors* or *department managers*. A few become *Controllers, Treasurers, or Chief Financial Officers*.



MANAGEMENT ACCOUNTANTS

Management Accountants may earn the *Certificate in Management Accounting (CMA)* from the Institute of Management Accounting, or the *Certificate in Internal Auditing (CIA)* from the Institute of Internal Auditing. Both require lengthy written exams and experience. Although neither of these certificates is required by law, they are generally considered symbols of achievement and can aid in career advancement.



FINANCIAL MANAGERS

Because financial management is critical for efficient business operations, well-trained, experienced financial managers who display a strong grasp of the operations of various departments within their organization are prime candidates for promotion to *top management positions*. Some financial managers transfer to closely related positions in other industries. Those with extensive experience and access to sufficient capital may start their *own consulting firms*.



Jobs in finance, insurance, and real estate have good potential. Financial Managers are expected to grow much faster than average among the financial segments, followed by insurance and real estate agents. The real estate sector is expected to keep adding jobs as demand for housing grows.

LOAN AND CREDIT CLERKS

Loan and Credit Clerks may get promoted to *loan officer, supervisor, or credit manager*. Employers often promote current employees such as tellers or customer service clerks to Loan and Credit Clerk positions.



LOAN OFFICERS AND COUNSELORS

Capable loan officers and counselors may advance to larger branches of the firm or to *managerial positions*, while less capable workers—and those having inadequate academic preparation—could be assigned to smaller branches and might find promotion difficult. Advancement beyond a loan officer position usually includes *supervising* other loan officers and clerical staff.

FINANCIAL ANALYSTS

From the time of entry on the job, the qualified analyst is progressively delegated additional responsibilities, and advances accordingly. An analyst can gain national recognition by becoming a specialist in one industry. Some become so familiar with an industry that they are offered *management* positions in the industry. The analyst's success is measured by the ability to evaluate stock market trends accurately.



Financial Managers – \$25.97/\$44.92
Bachelor's or higher and some work experience

Personal Financial Advisors – \$24.93/\$41.08
Bachelor's degree

Financial Analysts – \$21.56/\$30.23
Bachelor's degree

Accountants and Auditors – \$18.51/\$28.28
Bachelor's degree

Loan Officers – \$17.96/\$26.73
Bachelor's degree

Loan Interviewers and Clerks – \$11.74/\$15.75
Long-term (12 months) on-the-job training

Bookkeeping, Accounting, & Auditing Clerks – \$10.76/\$15.88
Moderate-term (1-12 months) on-the-job training

Customer Service Representatives – \$10.47/\$15.09
Moderate-term (1-12 months) on-the-job training

FINANCIAL
ACTIVITIES

HEALTHCARE

Support and Administrative Services

MEDICAL OR DENTAL RECEPTIONISTS

Receptionists in medical or dental facilities can sometimes learn the duties of *dental or medical assistant* and move into these positions. Larger employers may offer more promotional opportunities.



MEDICAL ASSISTANTS

Promotion for Medical Assistants is usually limited to raises and more responsible duties. In big hospitals and clinics, those with leadership abilities may get to the position of *office manager*. In general, though, promotional opportunities are few, especially in small offices.



MEDICAL SECRETARIES

Promotions for secretaries who work in doctors' offices are usually limited to salary increases and more responsible duties. Medical Secretaries employed by clinics or hospitals may advance to *executive secretary*, *medical records clerk*, or into administrative jobs such as *administrative assistant* or *unit manager*.



MEDICAL RECORDS TECHNICIANS AND ADMINISTRATORS

The natural career path for Accredited Record Technicians (ARTs), Coders, and Tumor Registrars is advancement to *Registered Record Administrators (RRAs)* after getting the needed education and experience. After required training and experience, Coders move up to *ARTs* and, ultimately, *RRAs*. Medical Record Administrator advancement depends on the size of the health care facility. In large centers, they may start as *assistant administrators* and advance to *director* of medical record departments. Some become *consultants* to a cluster of small clinics, to health researchers, or to contractors that manage health information systems. Graduate degrees are becoming more important for advancement in this field.

MEDICAL TRANSCRIPTIONISTS

Promotion is based on performance and generally involves a step-by-step movement from entry-level transcriptionist to *senior-level transcriptionist*. The career ladder may include opportunities for *supervision* as well as *medical transcription consulting*. Many experienced and qualified transcriptionists start their own business.

HEALTH SERVICES ADMINISTRATORS

Health Services Administrators normally start as administrative assistants in large centers or assistant administrators in medium-sized institutions. They advance by taking increasing responsibilities such as *associate administrator* and, finally, *CEO*. Moving to a higher classification may require transferring to a smaller state. Some administrators of small facilities may choose to accept a lower-level position in a larger center which often leads to professional growth.



HOSPITAL ADMINISTRATORS

Advancement opportunities naturally depend on both the size and type of health facility and the individual themselves. Beginning Admitting Clerks initially do the more routine tasks. As they gain experience, they do more difficult tasks and are promoted to higher levels of responsibility or supervisory positions. Qualified and motivated individuals could move into *management*. Managers may advance to *Assistant Administrative* positions by earning promotions within their facility, or by moving to a new health care center where they would have different or added responsibilities. Moving to a higher classification may require taking a position in a smaller facility with a broader range of administrative duties.

Chief Executives – \$43.06/\$81.19

Bachelor's or higher and some work experience

General and Operations Managers – \$25.50/\$51.30

Bachelor's or higher and some work experience

Medical & Health Services Managers – \$24.34/\$38.41

Bachelor's or higher and some work experience

Administrative Services Managers – \$18.98/\$36.84

Bachelor's or higher and some work experience

Executive Secretaries and Administrative Assistants – \$13.71/\$19.70

Moderate-term (1-12 months) on-the-job training

Medical Transcriptionists – \$12.67/\$15.15

Medical Secretaries – \$10.90/\$14.14

Post-secondary vocational education

Medical Records & Health Information Technicians – \$8.61/\$13.99

Post-secondary vocational education/Associate degree

Medical Assistants – \$9.49/\$12.15

Moderate-term (1-12 months) on-the-job training

Receptionists & Information Clerks – \$8.21/\$11.44

Short-term (30-day) on-the-job training

HEALTH CARE
SUPPORT
and
ADMINISTRATIVE
SERVICES

HEALTH CARE SERVICES

NURSING AIDES

Nursing Aide is the entry-level job in the nursing field. With additional training and schooling, a Nursing Aide can work in a *specialty area* such as pediatrics, geriatrics, surgery, medicine, obstetrics, orthopedics, and psychiatry. Many employers encourage advancement by giving training within the facility and offering flexible work schedules to make formal classroom study easier. A nursing career path would be Nurse Aide to *Certified Nursing Assistant* to *Licensed Vocational Nurse* to *Registered Nurse*. Nursing Aide begins the foundation skills and knowledge that could lead to other health care occupations. With more training, aides can also become *Medical Assistants*.



LICENSED VOCATIONAL NURSES

Licensed Vocational Nurses who have a degree or diploma from an accredited school of professional nursing are eligible to apply for the exam to be licensed as *registered nurses*. Promotion to *supervisory*, *administrative*, *clinical specialty*, and other jobs in nursing is limited to those who get further education, training, and experience.



REGISTERED NURSES

Experienced RNs may advance from bedside nursing to *supervisory* positions or *clinical specialist* positions, such as *Critical Care Nurse*. A Registered Nurse may also promote to become the *Director of Nursing*, who is responsible for hiring the nursing staff and overseeing all nursing functions. Those with bachelor's degrees may become *nursing administrators*, *consultants*, *educators*, or *researchers*. A growing number take special courses, often earning a master's degree, to become *Nurse Practitioners*.



NURSE PRACTITIONERS

Nurse Practitioners may advance into *administration*, but most view themselves as health care professionals trained to diagnose and treat patients for illnesses and injuries formerly treated only by doctors. Most Nurse Practitioners stay in this occupation throughout their career life.

SURGICAL TECHNICIANS

Some Surgical Technicians advance to *assistant operating room administrators* and *assistant operating room supervisors*. Assistant operating room administrators deal with the administrative aspects of running an operating room, such as ordering supplies and arranging work schedules. Assistant operating room supervisors actually direct other technicians in the operating room.



Health services will add new jobs as an aging population and longer life spans demand them. The Workforce Investment Board has answered the critical need for skilled medical workers with the Caregiver Training, Medical Career Ladder, and Regional Nurse Workforce Initiatives. These efforts to recruit, train, and retain workers fills the needs of employers, while creating upward mobility, career paths, and better paying jobs for workers. In addition, job seekers are prepared to fill the newly created vacancies in entry level positions.

PHYSICAL THERAPISTS AIDES AND ASSISTANTS

Promotional opportunity for Aides is fairly low. They may promote to the level of *licensed assistant* through Application by Equivalency. With experience, Assistants advance to *staff training and development* or to *supervisory* positions. Some decide to earn a bachelor's degree in *physical therapy* and move up to be fully qualified therapists. Taking an active role in educational conventions and workshops given by physical therapy professional associations is an excellent method of career development.

OCCUPATIONAL THERAPY ASSISTANTS AND AIDES

Many employers will promote employees in these positions who gain the proper training, education, and certification to *occupational* or *physical therapist* positions. Other related healthcare fields in which similar work can be found and where advancement is possible for Occupational Therapy Assistants and Aides are dental, medical, optometry, podiatry, recreation, and pharmacy.



PHYSICAL THERAPISTS

Promotional avenues in the private sector are basically unstructured and advancement in government service requires success on promotional examinations. In both private and public sectors, experience and ability are the keys to advancement. An advanced degree in physical therapy is sometimes a prerequisite for appointment to *supervisory*, *administrative*, *teaching*, or *research* positions. Some Therapists set up a private practice and accept patients referred by local physicians.

RESPIRATORY THERAPISTS

Respiratory therapists advance in clinical practice by moving from care of general to *critical patients* who have significant problems in other organ systems, such as the heart or kidneys. Respiratory therapists, especially those with 4-year degrees, may also advance to *supervisory* or *managerial positions* in a respiratory therapy department. Respiratory therapists in home care and equipment rental firms may become *branch managers*. Some respiratory therapists advance by moving into *teaching positions*.

RADIATION THERAPISTS

Experienced, well-qualified therapists can become *supervisors* or, possibly, *managers* of the radiation therapy department. Therapists who earn teaching credentials may qualify as *training instructors*, *clinical coordinators*, or *directors*. Those who have strong mathematical aptitude and interest, and who complete additional training, may become *Dosimetrists*.

RADIOLOGIC TECHNOLOGISTS

With experience and additional training, staff technologists may become *specialists*, performing CT scanning, angiography, and magnetic resonance imaging. Experienced technologists may also be promoted to *supervisor*, *chief radiologic technologist*, and, ultimately, *department administrator or director*. Depending on the institution, courses or a master's degree in business or health administration may be necessary for the director's position. Some technologists may earn teaching credentials and qualify as *training program instructors*, *clinical coordinators*, or *directors*. *Diagnostic Radiologic Technologists* may advance to the specialized fields, such as nuclear medicine, ultrasound technology, or MRI technology. Others take positions as *technical representatives* or *instructors* for imaging equipment manufacturers.



PHYSICIANS AND SURGEONS

Physicians and Surgeons in private practice do not advance in their occupation in the traditional sense – their progress is measured by their advancement in skill and understanding, in their numbers of patients, and in income. Appointments to *teaching positions*, *medical boards*, and *hospital staffs* are other forms of recognition. In civil service jobs, the annual raises within the classification provide one kind of advancement, and progress to *supervisory* or *administrative* jobs provides another.



Surgeons – \$70.01/\$100.08
Internists, General – \$57.43/\$87.15
Family and General Practitioners – \$52.23/\$78.28
Pediatricians, General – \$51.67/\$69.67
Obstetricians and Gynecologists – \$50.36/\$63.65
LLD/MD Degree – First professional degree

Physicians Assistants – \$30.11/\$32.88
LLD/MD Degree – First professional degree

Medical & Health Services Managers – \$24.34/\$38.41
Bachelor's or higher and some work experience

Medical & Clinical Laboratory Technologists – \$24.06/\$28.03
Bachelor's degree

Registered Nurses – \$20.19/\$27.08
Associate degree

Licensed Practical & Licensed Vocational Nurses – \$14.05/\$17.21
Post-secondary vocational education

Surgical Technologists – \$12.87/\$16.00
Post-secondary vocational education

Medical & Clinical Laboratory Technicians – \$10.89/\$15.03
Associate degree

Nursing Aides, Orderlies, and Attendants – \$8.34/\$10.33
Short-term (30-day) on-the-job training

Physical Therapists – \$20.06/\$29.06
Master's degree

Occupational Therapists – \$23.33/\$28.67
Bachelor's degree

Respiratory Therapist – \$18.85/\$22.18
Associate degree

Occupational Therapist Assistants – \$19.30/\$22.31
Associate degree

Physical Therapist Assistants – \$17.45/\$21.11
Associate degree

Radiologic Technologists & Technicians – \$17.06/\$21.13
Associate degree

Occupational Therapist Aides – \$11.69/\$15.86
Short-term (30-day) on-the-job training

Physical Therapist Aides – \$8.37/\$11.28
Short-term (30-day) on-the-job training

HEALTH CARE SERVICES

HOSPITALITY and TOURISM

HOSTS AND HOSTESSES

Job advancement for Hosts and Hostesses varies from one restaurant to the next. In restaurants where job duties are limited to greeting and seating customers, they may advance to a **waiter or waitress** position. In establishments where their job duties are more extensive, they may advance to **dining room supervisor** or **restaurant manager**. Competition for jobs should be intense at the most popular restaurants and those specializing in sophisticated and formal dining experiences.



WAITERS AND WAITRESSES

A few Waiters and Waitresses advance to supervisory jobs, like **Head Waiter**, **Dining Room Supervisor**, or **Restaurant Manager**.

COOKS

Advancement for a Cook may be in a more responsible position within the same restaurant, or a similar position in a larger or better establishment. Experienced, creative Cooks with supervisory skills or cooks who take more training may eventually become **dinner cooks** or **Chefs**. Cooks who work for restaurants that have more than one location may become **manager trainees**. Cooks interested in owning their **own restaurants** should take business management classes at a community college or adult education program or call the federal Small Business Administration for information about running a business.



As one of the largest industry sectors in Ventura County, tourism is vital to the local economy. A variety of tourism-related careers can be pursued through the services of the local Workforce Investment Board.

HOTEL DESK CLERKS

Promotion often depends on the employee's personality and skills, experience, training, work performance, and education. A Hotel Desk Clerk may advance to **chief room clerk**, **assistant front office manager**, **front office manager**, **sales and promotion manager**, or **hotel manager**. Experience is important for upward mobility. Top managerial posts usually require many years of experience and specialized training. Desk Clerks may improve their opportunities for advancement by taking college courses in general business. Home study courses are offered by the Educational Institute of the American Hotel and Motel Association.



HOTEL MANAGERS

There are no rigid rules regarding the pattern of promotion to the job of hotel manager. Managers or executive assistants are frequently selected from a front-office or department-head position. Willingness to relocate is essential for advancement in a chain-operated hotel.



FOOD SERVICE MANAGERS

While there are no rigid rules regarding the pattern of promotion, a typical career ladder progresses from management trainee to assistant manager to manager. In chain operations, managers may advance into **administrative** jobs such as **human resources (personnel) manager** and then progress to **operations manager**.

General and Operations Managers – \$25.50/\$51.30
Bachelor's or higher and some work experience

Food Service Managers – \$16.09/\$21.38
Work experience

Chefs and Head Cooks – \$10.15/\$17.74
Post-secondary vocational education

Supervisor/Manager of Food Preparation & Serving Workers – \$8.69/\$12.09
Work experience

Cooks, Restaurant – \$8.94/\$10.04
Long-term (12 months) on-the-job training

Food Preparation Workers – \$7.60/\$9.07
Short-term (30-day) on-the-job training

Combined Food Preparation Workers & Serving Workers, Including Fast Foods – \$7.17/\$7.98
Short-term (30-day) on-the-job training

Waiters & Waitresses – \$7.10/\$8.89
Short-term (30-day) on-the-job training

Hosts & Hostesses, Restaurant & Lounge – \$7.07/\$7.75
Short-term (30-day) on-the-job training

Lodging Managers – \$13.22/\$18.17
Long-term (12 months) on-the-job-training/Bachelor's degree

Hotel, Motel, & Resort Desk Clerks – \$8.16/\$8.90
short-term (30-day) on-the-job training

HOSPITALITY AND TOURISM

LEGAL SERVICES

LEGAL SECRETARIES

Legal Secretaries can advance to *supervisory* or *lead positions* with experience and certification. A Legal Secretary with a minimum of a two-year degree and a paralegal training certificate can advance to a *Paralegal position*. In addition, some go to law school to become an *Attorney*.



PARALEGALS AND LEGAL ASSISTANTS

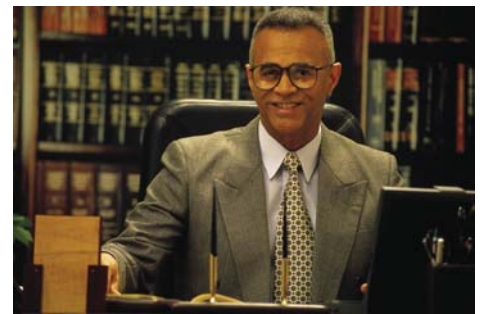
Paralegals can advance to *supervisory, coordinator, and trainer positions*; however, there are very few of these promotional situations. Experienced paralegals who work in large law firms, corporate legal departments, and government agencies may supervise and delegate assignments to other paralegals and clerical staff. Advancement opportunities also include promotion to *managerial* and other law-related positions within the firm or corporate legal department. However, some paralegals find it easier to move to another law firm when seeking increased responsibility or advancement. Some Paralegals go to law school and become *lawyers*; others open their *own paralegal firms*.



Paralegals are projected to grow faster than average, as they assume tasks formerly done by Legal Secretaries, and as they increasingly perform many legal tasks formerly carried out by lawyers. The legal profession offers many advancement opportunities for Lawyers.

ATTORNEYS

The legal profession allows for much advancement. Attorneys who enter practice in private law firms as *junior associates* may be promoted to *senior associate, junior partner*, and eventually to a *senior partner* within six to seven years depending upon the size of the firm. Larger firms may take a few years longer. In government service, promotional opportunities lead to greater responsibilities such as prosecuting murders instead of burglaries or Attorneys may be promoted to *supervisory* positions. Many trial Attorneys are appointed or elected as *judges* in courts of varying levels. Some Attorneys also elect to *teach* a law course or become *professors*.



Chief Executives – \$43.06/\$81.19
Bachelor's or higher and some work experience

Lawyers – \$40.56/\$63.19
First professional degree

General and Operations Managers – \$25.50/\$51.30
Bachelor's or higher and some work experience

Paralegals & Legal Assistants – \$20.06/\$24.27
Associate degree

LEGAL SERVICES

Legal Secretaries – \$15.34/\$19.86
Post-secondary vocational education

Receptionists & Information Clerks – \$8.21/\$11.44
Short-term (30-day) on-the-job-training

MANUFACTURING and PRODUCTION

ASSEMBLERS AND FABRICATORS

As assemblers and fabricators become more experienced, they may progress to jobs that require more skill and be given more responsibility. Experienced assemblers may become *product repairers* if they have learned the many assembly operations and understand the construction of a product. These workers fix assembled articles that operators or inspectors have identified as defective. Assemblers also can advance to *quality control jobs* or be promoted to *supervisor*. Experienced assemblers and fabricators also may become members of *research and development teams*, working with engineers and other project designers to design, develop, build prototypes, and test new product models. In some companies, assemblers can become trainees for one of the skilled trades. Those with a background in math, science, and computers may advance to *programmers* or *operators of more highly automated production equipment*.



ELECTRONIC ASSEMBLERS

Electronics Assemblers who show the ability and skill may advance to electronics *tester* or *quality control inspector* positions. Those who continue their formal education in electronics technology may advance to the job of *electronics technician*. Some employers report they have installed formal training programs to enable

production workers to advance to the technician level. Outstanding employees may also be promoted to *lead-level* and *supervisory-level* positions.



ELECTRICAL AND ELECTRONIC TECHNICIANS

Electronics Technicians who demonstrate skill and leadership ability may be promoted to *lead-level* and *supervisory-level* positions. Those who continue their formal education and earn at least a bachelor degree may advance to a wide range of *professional engineering positions*.

NC CONTROL MACHINE OPERATORS

Advancement may occur in the form of salary increases, greater responsibility, or higher level jobs as *supervisors* and *inspectors*. Advancement potential also exists for promotion to *Numerical Control Programmer* positions for Operators who take junior college mathematics courses through solid analytical geometry.

MACHINISTS

Experienced Machinists can advance to *Machine Tool Programmers*, into *supervisory* or *administrative positions* in their firms, or may open their own shops. In some machine shops, experienced specialist Machinists are eligible to participate in employer-sponsored skills upgrading programs and progress to full *journey-level* status.



COMPUTER CONTROLLED MACHINE TOOL OPERATORS AND PROGRAMMERS

Computer-control programmers and operators can advance in several ways. Experienced CNC operators may become *CNC programmers*, and some are promoted to *supervisory* or *administrative positions* in their firms. A few open their own shops.

ELECTRICAL AND ELECTRONIC ENGINEER

The entry level engineering position is customarily that of Assistant Engineer. At this level, Engineers conduct standardized tests, prepare data for reports, and perform other routine engineering tasks. From the assistant level, promotional steps may include *Associate*, *Staff*, and *Senior Engineer* positions. Other senior level positions are referred to as *Design*, *Project*, or *Principal Engineers*. Depending on the industry and firm, Engineers often move into *managerial*, *sales*, and *administrative positions*. Many Engineers become engaged in graduate study in engineering or business administration to improve their job skills and enhance their advancement potential.

Overall, Ventura County's economy is good, considering the electronics and semiconductor manufacturers were hit very hard in recent years. The area has fared best in high-tech productivity, ranking third in the nation, according to the Milken Institute's 2003 "Best Performing Cities" report.

<http://www.milkeninstitute.org/>

STOCK CLERKS

Stock Clerks interested in promotion can enroll at local community colleges or evening adult schools. Recommended subjects include inventory control, merchandising methods, business math, and supervision. Promotions for Stock Clerks may be to *Chief Stock Clerk*, *storekeeper*, *warehouse manager*, or *purchasing agent*. Stock Clerks interested in merchandising can move into *sales work*; and *Tool-Crib Attendants*, limited in career mobility, may become *machinists*.



SHIPPING AND RECEIVING CLERKS

Promotional opportunities for Shipping and Receiving Clerks are better in big companies and depend on proven skill and ability. A typical promotion ladder is to *shipping and receiving supervisor*, *warehouse manager*, and then to *traffic rate clerk*. Chances for more advancement are better for workers who continue to improve their skills and pick up other skills. These workers may be promoted to *traffic manager*, *buyer*, or *purchasing agent*.



PRODUCTION AND MATERIAL COORDINATORS

Production Coordinators may advance to higher levels within their own classification, to *supervisory positions*, or may work up to *production planner or production/ materials manager*. Depending on the company, *production planning* or *management* may require additional education, typically a bachelor's degree in business or industrial engineering. Also considered desirable are American Production and Inventory Control Society (APICS) courses and certification in such areas as *production-activity control master planning* and *material requirements planning (MRP)*.

PURCHASING AGENTS

An experienced purchasing agent or buyer may become an *assistant purchasing manager* in charge of a group of purchasing professionals before advancing to *purchasing manager, supply manager, or director of materials management*. At the top levels, duties may overlap with other management functions such as *production, planning, logistics, and marketing*.

INDUSTRIAL ENGINEERS

Recently graduated engineers usually begin their careers as assistant engineers. As they gain experience, they may advance to *associate and senior level positions*. From the senior level, engineers may advance into *project management* or *production supervision*. Industrial engineers planning careers in management find that obtaining a Master's degree in business administration (MBA) is particularly helpful.

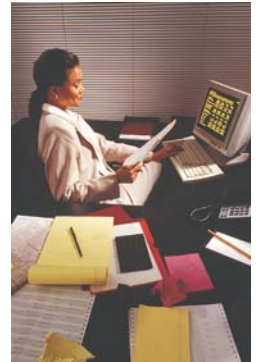


PRODUCTION PLANNERS

Advancement for Production Planners may be in the form of increased salary, greater responsibility in a larger company, or advancement to a *managerial position, supervisory position, or a master scheduler position*.

MANUFACTURERS' SALES REPRESENTATIVES

Manufacturers' Sales Representatives who have good sales records and leadership abilities advance to *sales supervisors, branch managers, or district managers*. Those who have the ability to manage may be promoted to *executive positions*; many top *industry executives* started in sales. Business contacts with employers in other firms may provide Sales Representatives with opportunities to move to jobs where pay and/or benefits may be better. Some may make the decision to work as independent representatives. Others may use their sales background to go into *advertising or marketing research*.



California exports about a fifth of the nation's computers, electronics, instruments, and food products. While other industries are growing at greater rates, manufacturing is one of the largest, with 13 percent of total California jobs.



CAREER ADVANCEMENT METHODOLOGY

WAGES

Wages used are the entry level and mean hourly wages from the *Occupational Employment (2002) & Wage Data (2003)*, Ventura MSA (Ventura County). These survey data are from the 2002 Occupational Employment Statistics (OES) survey. The wages have all been updated to the third quarter of 2003 by applying the U.S. Department of Labor's Employment Cost Index to the 2002 wages. Occupations are classified using the Standard Occupational Classification (SOC) codes.

Wages for the OES survey are straight-time gross pay, exclusive of premium pay. Included are base rate, cost-of-living allowances, guaranteed pay, hazardous duty pay, tips, incentive pay including commissions and production bonuses, and on-call pay. Excluded are back pay, jury duty pay, overtime pay, severance pay, shift differentials, nonproduction bonuses, and tuition reimbursements. In most cases, the wages provided are hourly.

Entry-Level Hourly Wage is the mean of the first third of the wage distribution. This calculation is provided as a proxy for an entry-level wage. **Mean Hourly Wage** is the estimated total wages for an occupation divided by its weighted survey employment. Most employees are paid at an hourly rate by their employers and may work less than or more than 40 hours per week. The Mean Annual Wage is calculated by multiplying the mean hourly wage by a "year-round, full-time" hours figure of 2,080 hours per year (52 weeks by 40 hours). Thus, the annual wage estimates may not represent the actual annual pay received by the employee.

A complete set of technical notes for the OES survey are available at this web site:

[http://www.calmis.cahwnet.gov/file/occup\\$/oeswages/oestechnotes.htm](http://www.calmis.cahwnet.gov/file/occup$/oeswages/oestechnotes.htm)

Occupational Employment (2002) & Wage Data (2003), Ventura MSA (Ventura County) can be accessed at:

[http://www.calmis.cahwnet.gov/file/occup\\$/oeswages/VENT\\$oes.htm](http://www.calmis.cahwnet.gov/file/occup$/oeswages/VENT$oes.htm)

*Wages are taken from the Ventura County Occupational Outlook Report.

A NEW SYSTEM OF CLASSIFYING OCCUPATIONS

The OES survey uses the Standard Occupational Classification (SOC) system for defining occupations. Surveys prior to 1999 used the Occupational Employment Statistics (OES) classification system. Of the nearly 770 SOC occupations, 374 are a direct match with the OES classification system definitions. The rest are newly defined SOC occupations. The SOC structure and definitions can be found at the Bureau of Labor Statistics SOC Home Page.

<http://www.bls.gov/soc/home.htm>

EDUCATION AND TRAINING

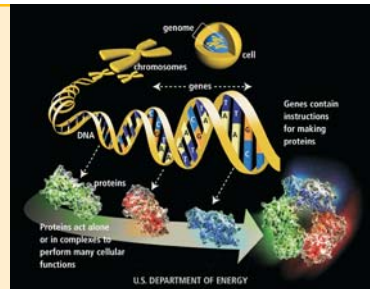
Education and Training data are from the *Bureau of Labor Statistics Training Level Definitions*. Occupational training and education classifications were developed by the Bureau of Labor Statistics (BLS) to improve on prior classification systems that did not distinguish between occupations with comparable educational requirements. For example, neither carpenters nor laborers require formal education beyond high school, but the complexity of the work and the training time required results in carpenters being placed in the long-term on-the-job training category and laborers placed in the short-term on-the-job training category. Of course there is more than one way to qualify for a job. In this classification system the education and training required reflects the manner in which **most workers** become proficient in that occupation and the **preferences of most employers**.

1. **First professional degree.** Occupations that require at least two years of full-time academic study beyond a bachelor's degree (for example: law, medicine, dentistry, and clergy).
2. **Doctoral degree.** Occupations that require at least three years of full-time academic study beyond a bachelor's degree culminating in a doctoral degree.
3. **Master's degree.** Occupations that require the completion of a master's degree program which is usually one to two years beyond a bachelor's degree.
4. **Bachelor's or higher and some work experience.** Occupations that generally require work experience in an occupation requiring a bachelor's or higher degree. Most occupations in this category are managerial occupations that require work experience in a related non-managerial occupation.
5. **Bachelor's degree.** Occupations that require the completion of at least 4 but not more than 5 years of full-time academic study beyond high school resulting in a Bachelor's degree.
6. **Associate degree.** Occupations that require the completion of at least 2 years of full-time academic study beyond high school.
7. **Post-secondary vocational education.** Occupations that require completion of vocational school training.
8. **Work experience.** Occupations that require skills obtained through work experience in a related occupation.
9. **Long-term on-the-job training.** Occupations that require more than 12 months of on-the-job training or combined work experience and formal classroom instruction for workers to develop the skills needed for average job performance.
10. **Moderate-term on-the-job training.** Occupations in which workers can develop average job performance after 1 to 12 months of combined on-the-job experience and informal training.
11. **Short-term on-the-job training.** Occupations in which workers can develop skills needed after a short demonstration or up to one month of on-the-job experience and instruction.

<http://www.calmis.cahwnet.gov/file/resource/BLStrainlvl.htm>

Biotechnology

A DEMAND INDUSTRY SECTOR IN VENTURA COUNTY



What is Biotechnology?

Biotechnology is any technology that relies on living organisms or biological systems. It depends on the sciences of molecular biology and biochemistry. In recent years, the term has come to mean the use of genetic engineering and its associated techniques. The biotechnology revolution, fueled by the sequencing of the human genome, will affect every aspect of the way we live, from our environment, to what we eat, to how we diagnose and treat illness.

The development of molecular and cellular biology has helped create the tools to modify the genetic structure of plants and animals to carry a desired trait to increase production or resist disease. Biotechnology includes the enzymes used in gas separation and purification, and the use of microscopic organisms to clean up oil spills. Biotechnology is used to process food and assist environmental remediation.

The new science, genomics, studies the information about human and other genomes to learn how DNA creates proteins that make up cells and products of cells. Combining engineering concepts with genomic processes, biotechnology is used extensively in human medicine, but continues to find new applications in agriculture, manufacturing, and veterinary medicine.

Biotechnology is the use of living things or their products in industry or technology.

in this section
INDUSTRY SEGMENTS
Biotechnology is not an industry in itself!
CELLS, DNA, GENOMES –
What are they?
CAREERS IN BIOTECHNOLOGY
What are the best jobs?
TRAINING IN BIOTECHNOLOGY
Where can you find it?

Biotechnology in California and Ventura County

California is the birthplace of biotechnology and biotechnology is one of the fastest growing industries in the state. A report from the California Healthcare Institute calls Southern California's biomedical sector the "next wave" for the region's economy.

The biotechnology industry is gaining momentum in Ventura County. Amgen Inc., located in Thousand Oaks, has remarkable new therapies on the market. Amgen is the largest biotech company in the world and the largest non-governmental employer in Ventura County. Baxter BioScience, with division headquarters in Westlake Village, also is on the leading edge when it comes to the development of health care products and processes. Both Amgen and Baxter contribute to the growth of the county and bring quality jobs with high earning potential.

According to Venture Coast Biotechnology Institute, also known as VCBio, the Ventura County area's biomedical future will depend on how well the county and surrounding region attracts and nurtures younger companies. They believe recent state initiatives to pair state universities and private industry will better help to create collaborative biotech clusters here and throughout the state. One of VCBio's missions is to attract and grow biotech companies in a region that stretches from Los Angeles County to Santa Barbara.

The Central Coast Biotechnology Center (CCBC) operated by Ventura College and established through a grant from the California Community Colleges Economic and Workforce Development Program (EWD Program), is advancing a well-trained biotechnology workforce through community colleges in support of California's economic growth and global competitiveness.

According to the center, the CCBC's well-regarded biotech training programs, at Moorpark College and Ventura College, can barely keep up with the demand for entry-level technicians for Amgen, Inc. and Baxter BioScience.

BIOTECHNOLOGY INDUSTRY SEGMENTS

Agriculture & Food Science

Bioinformatics

Biomedical/Human Diagnosis

DNA Forensics

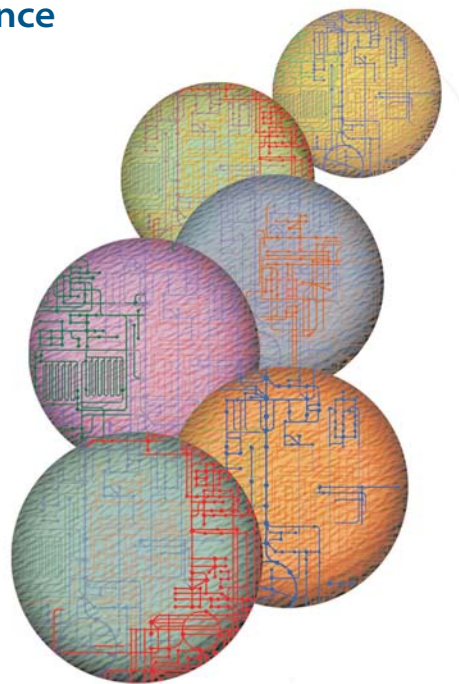
Energy

Environmental

Industrial

Marine Biotechnology

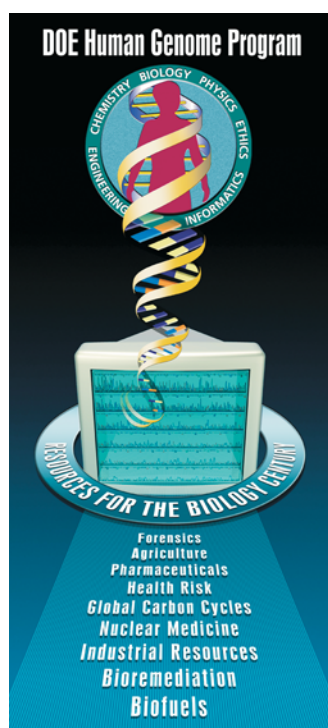
Pharmaceuticals



Biotechnology is not an industry in itself, but rather a composition of numerous high technology manufacturing and services industries. There is no universally accepted set of industries that make up biotechnology.

Identifying the different types of companies within the biotechnology industry can be difficult. Some companies are created for the purpose of exploring biotechnology, while others use the process of biotechnology to manufacture pharmaceutical, agricultural, environmental, and food products. The techniques of biotechnology are also used in industrial applications, forensics, mining, and environmental cleanup. In California the majority of biotechnology companies are involved in the research and development of new treatments for disease.

The following are examples of the type of activities taking place in the different segments of the biotechnology industry.



Agriculture & Food Science

For more than 50 years, California has been the number one agricultural state. The state's own research and university extension programs have revolutionized many aspects of the state's agriculture.

Today, biotechnology is providing major contributions to California's leadership in agricultural technology. Already growers are using bioengineered seeds to grow crops that are resistant to insects, diseases, and drought, and crops that require little or no pesticide.

Genetic improvements have led to higher-yielding varieties and longer shelf life. More disease-resistant plants and animals reduce the cost of agriculture and provide consumers with less costly, more nutritious, better tasting, pest-free foods. Biotechnology has also been used to create faster ways to process foods and reduce the environmental pesticide burden significantly.

Animal scientists have developed methods for efficiently breeding and raising farm animals resulting in lower production costs. Biotechnology has also created pharmaceuticals for the prevention of illness and disease in animals and to help geriatric zoo animals live more comfortable lives.

Supercomputers Will Decipher How Genes Work—This knowledge will aid development of new applications to solve energy and environmental challenges.

Living systems are complex and not well understood.

Computer simulations and models have been used to understand many complex systems, such as nuclear reactions and global climate. DOE has much experience in fielding problems of this computational magnitude.

BER and ASER of the Office of Science have formed a strategic alliance in GTL to develop the computational and mathematical capabilities to model living systems on the scale and complexity of living organisms.

DOE will discover how microbial genes, proteins, and microbial communities work together and will apply that knowledge to develop tools to solve energy and environmental challenges.

GENOMES to LIFE
BIOTECHNOLOGICAL SOLUTIONS
FOR ENERGY CHALLENGES

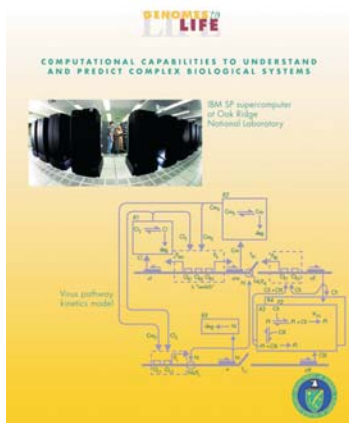


Biological research problems will drive computer science for the coming decades.

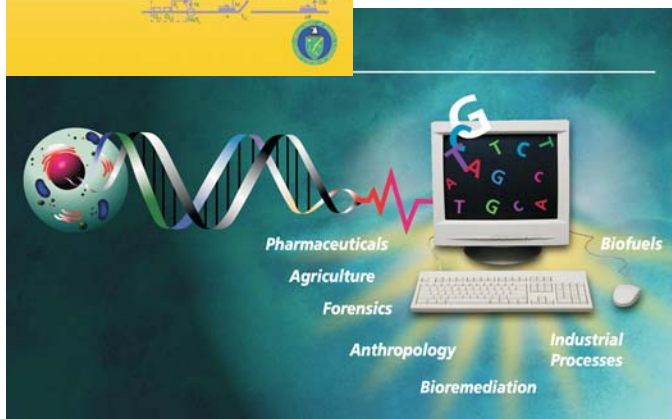
Bioinformatics

Bioinformatics is a specialized area of biotechnology that uses computer modeling and DNA sequencing to assist in laboratory work, usually performed during the research and development phases of a project.

Bioinformatics uses statistics, graphics, simulations, and databases on computers to organize and analyze data about cells and biological molecules. It is especially useful in gene sequencing. It is used to map genomes, identify genes, and determine the structure of proteins and to discover and design new medicines and products. Supercomputers and specialized software are used to analyze this data. Positions in this area require strong computer skills and a science background. As the field of bioinformatics grows, computer science is becoming more important in biotechnology.



Genomic data has been collected by labs around the world and posted on the Internet. Accessing the information over the Internet and interfacing with these multiple types of data bases is essential in bioinformatics.



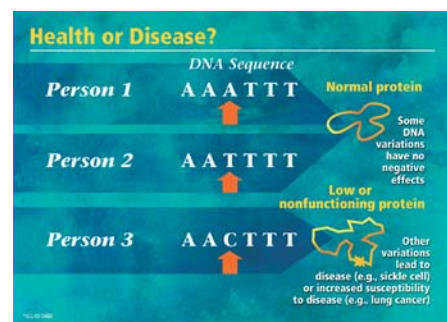
Biomedical/Human Diagnosis



Biotechnology is playing an increasingly important role in the diagnosis, monitoring, and treatment of diseases. Obtaining a detailed picture of how genes and other DNA sequences function together and interact with environmental factors ultimately will lead to the discovery of pathways involved in normal processes and in disease pathogenesis.

The United States Human Genome Project (HGP) has created the field of genomics – understanding genetic material on a large scale.

The successes of the HGP are having a profound impact on biomedical research and promise to revolutionize the wider spectrum of biological research and clinical medicine.



Many companies are working to discover new diagnostic tests and devices for detecting illnesses, infectious diseases, and other biological conditions. The ultimate goal is to develop new ways to treat, cure, or even prevent the thousands of diseases that afflict humankind.

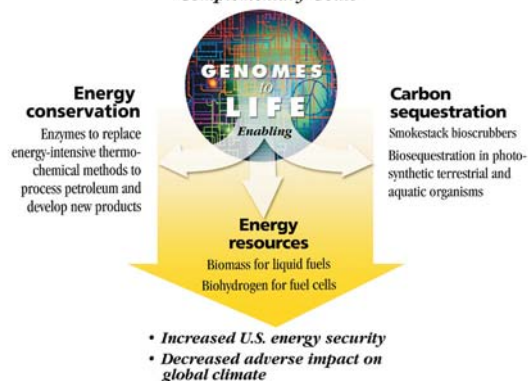
DNA Forensics

Forensic science can be defined as the intersection of law and science. Biotechnology is providing law enforcement professionals with a more definitive way of placing a suspect at a crime scene, using a method called DNA fingerprinting. DNA fingerprinting is accomplished by examining traces of tissue, hair, blood, or other body fluids found at a crime scene.



Crime solving is not the only forensic application of DNA fingerprints. DNA is shared to some degree by members of the same family. By comparing samples between two individuals, relationships can be conclusively determined. Many legal questions, as well as scientific quandaries, have been answered by the genetic profiles of plants and animals.

U.S. Energy Security and Global Climate Stabilization Complementary Goals



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Energy

Biotechnology is currently being used to study alternative fuels for automobiles and heating systems. Studies are already under way to create a fuel alcohol that can be derived from sugar cane. Eventually this type of fuel could be less costly and cleaner than oil. Biotechnology will also be used to increase the speed in which waste plant materials can biodegrade, making them useful faster for energy production. Optimizing the production of energy from plant biomass will result in more cost-effective ethanol production.

The mission of the United States Genomes for Energy Project is to develop abundant clean energy sources and reduce dependence on foreign energy sources, reduce global warming, and to clean up toxic waste from nuclear material production.

Environmental

Biotechnology is being used to help clean up many environmental hazards that have been caused by industrial waste. Using a process called bioremediation, scientists are able to aid in the cleanup of oil spills more than three times faster than conventional methods such as incineration, land fill, or chemical treatment. Bioremediation is also being used in waste management to clean up some of the most contaminated hazardous waste sites in the country. Microorganisms that feed on oil, detergent, and pollutants can be used to clean up a variety of pollutants and are used in wastewater treatment.

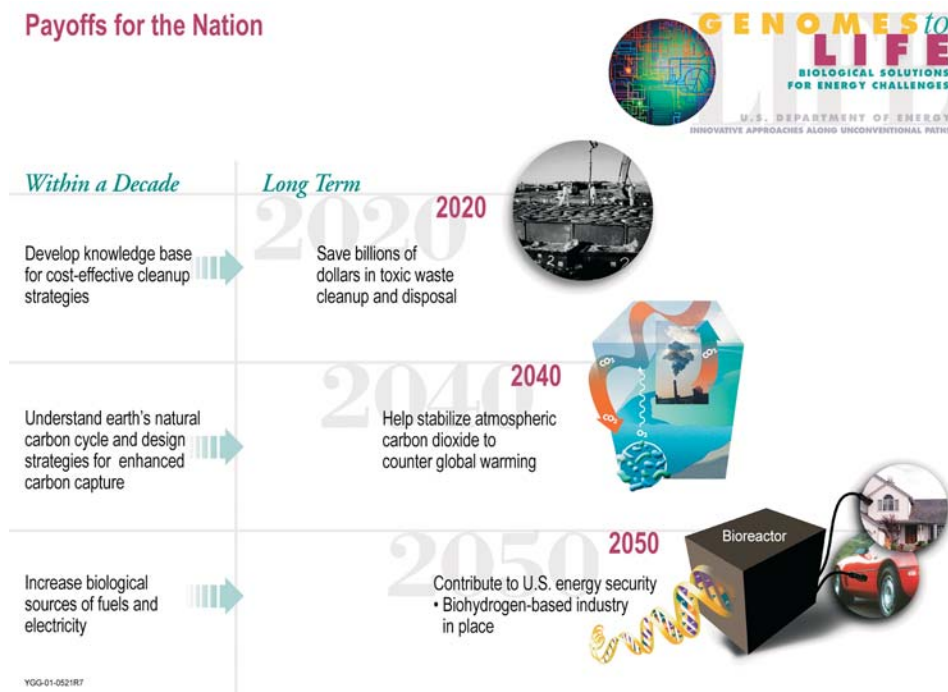
In the past 60 years, the amount of carbon dioxide (CO₂), released mainly through the use of fossil fuels, has risen dramatically. New mitigation strategies may include capturing and storing excess carbon, by using living microbes or designing synthetic systems that incorporate the carbon-capturing components of microbes.

Biotechnology is even being used for wildlife population management. In particular, scientists and environmental specialists are able to use genetics to study the relationship of different species and inbreeding issues raised within endangered species populations.

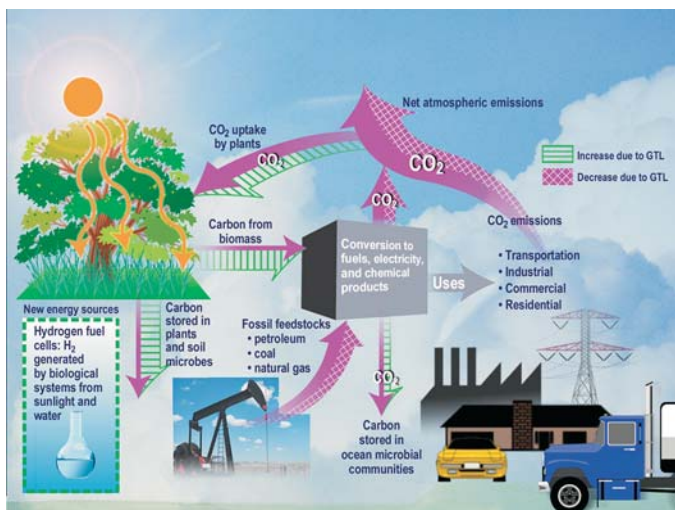
Industrial

Biotechnology is being used today to create such items as better laundry detergents, cheese-making renin, preservatives for baked goods, and antibacterial agents. Biocatalysts used in industrial processes can reduce waste products and purify chemicals. Enzyme based bleaching used in the paper pulp industry is less polluting than traditional paper bleaching techniques.

Payoffs for the Nation



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Marine Biotechnology

Aquatic environments are a rich source of biotechnology applications and potential solutions to a range of problems. Consequently, aquatic biotechnology offers a varied range of exciting career opportunities.

The cultivation of aquatic animals, such as finfish and shellfish, and aquatic plants for recreational or commercial purposes is known as aquaculture. Aquaculture can increase the world's food supply through biotechnology. Scientists are working to make sea-food safe so that it is free of pathogens and chemical contaminants.

Marine plants (including seaweeds, grasses, and planktons) use photosynthesis to capture and convert a tremendous amount of energy (nearly 30 percent of all energy production worldwide) from the sun into chemical energy. Scientists are examining ways in which algae and plants may be used to produce alternative fuels.

Pollution in the world's oceans has long been a problem. Aquatic organisms can be used to help clean up and control pollution in the environments in which they live. In marine environments, barnacles, algae, mussels, clams, and bacteria are among the most common organisms that are responsible for biofiling. Biofiling, also called biofouling, refers to the attachment of organisms to surfaces. Researchers are investigating the natural mechanisms that many organisms use to prevent biofouling on their own surface. Marine biologists are also interested in understanding how marine organisms can be used to detect and monitor sources of chemical pollution in the environment, as the initial step to developing methods to control and clean up pollution.

In the future, it is anticipated that new and important classes of drugs will be derived from aquatic organisms and used for human benefit. Many scientists believe that oceans and freshwater habi-

tats possess near limitless opportunities for the identification of medical products. A wide number of marine species contain or are suspected to contain compounds of biomedical interest, including antibiotics, antiviral molecules, anticancer compounds, and insecticides.

Pharmaceuticals

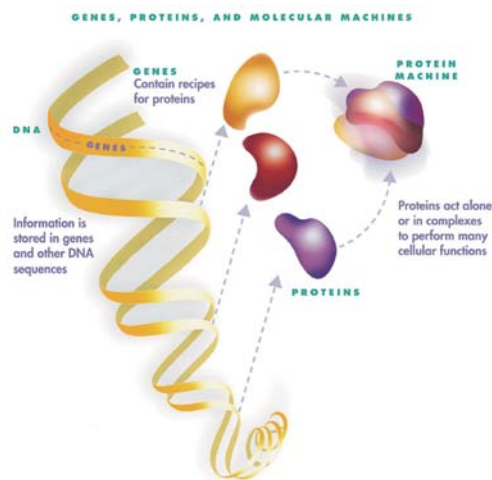
The majority of biotechnology activity in the state is in the development of pharmaceuticals. These companies produce and are developing many life saving medicines to treat disease and vaccines that prevent disease. Amgen, an international leader in biotechnology with facilities in Ventura County, has focused their research on cancer biology, inflammation, metabolic disorders, neurology, and hematology.

Once a drug is approved by the Food and Drug Administration, it has the potential of earning huge amounts of money for the company that developed it. However, discovering and clinically testing new drugs usually takes twelve to fifteen years (and large sums of money) before the drug is approved for sale in the United States. Advancements in both cellular and molecular biology are expected to make drug development faster, cheaper, and more effective.



Biotechnology methods are being used in the attempt to develop a vaccine and a cure for the AIDS virus. Gene therapy is another active area of research. This technique could cure diseases caused by inherited malfunctioning DNA, by using modified viruses to deliver healthy copies of DNA to cells.

Researchers are also working on biodefense strategies that can protect against biological warfare, such as specific ways to protect against the use of anthrax or smallpox by terrorists.



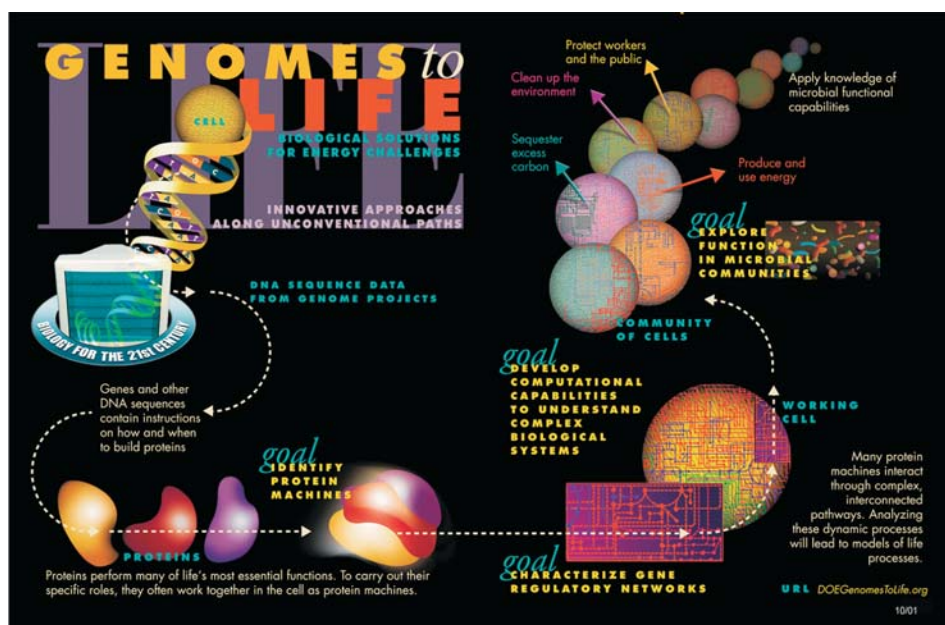
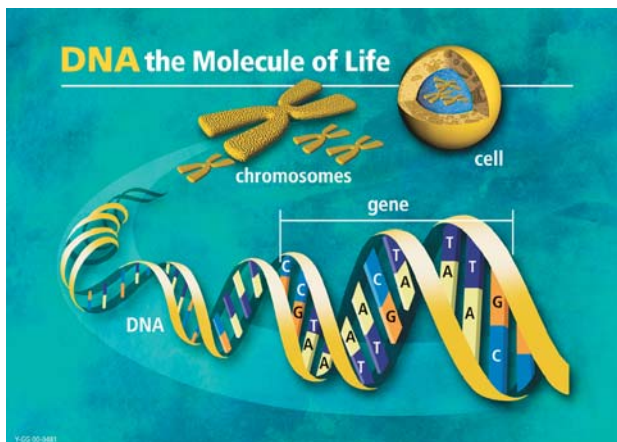
Why a Career in Biotechnology?

Biotechnology is a fascinating field which is at the cutting edge of science. People working in this field make groundbreaking discoveries that fight disease, improve food production, clean up the environment and make manufacturing more efficient and profitable. Biotechnology is one of the fastest growing industries in California, offering excellent opportunities, pay and benefits to its employees. For people with a background in biological science and good laboratory or computer science skills, there are many positions available. The jobs directly related to biotechnology result in the creation of many more jobs in the community.

DNA: The molecule of life

Cells are the fundamental working units of every living system. All the instructions needed to direct their activities are contained within the chemical DNA (deoxyribonucleic acid). The genome is an organism's complete set of DNA. Genomes vary widely in size: the smallest known genome for a free-living organism (a bacterium) contains about 600,000 DNA base pairs, while

human and mouse genomes have some 3 billion. Except for mature red blood cells, all human cells contain a complete genome.



Education benefits in biotechnology companies are especially good, and many companies offer full tuition reimbursement for employees who go back to college to complete a degree that is useful to the company. This allows employees to move up in the company with the support of their employer. Many companies offer internship programs for students that help them gain experience in the field and make them more likely to be hired when they graduate.

According to the 2002 Jobs Rated Almanac, the nation's single best job in terms of low stress, high compensation, lots of autonomy, tremendous hiring demand and several other key criteria, is a biologist.

Job Opportunities

Within each area of the biotechnology industry are several different job functions. Within each job function area are opportunities for entry-level jobs and often a career path. No matter which biotechnology industry a person chooses, the job function areas usually will be similar.

Occupational descriptions can fall into some of the following industries and industry sectors:

- Research and Development
- Manufacturing and Production
- Quality Control and Quality Assurance
- Sales and Marketing
- Business and Management
- Information Systems

The publication *California Careers in Biotechnology, 2nd Edition*, is an excellent guidebook to use in choosing and planning a career in biotechnology. It provides information on entry-level biotechnology jobs, focusing on opportunities for those with high school diplomas, associate degrees, or bachelor's degrees.

The following are some helpful chapters in the *California Careers in Biotechnology, 2nd Edition* publication. It can be accessed under the Biotech Careers tab in the California Community College Biological Technologies Initiative web site, under “Resources” at <http://www.cccbitech.org>.

1. **Biotechnology in California** provides information about the biotechnology industry in California, including the types of industries, number of jobs in this field, and where they are located statewide.

2. **Qualifications, Training, and Interests** includes detailed tables to help match students and job seekers to training, skills, and interests. These tables include Job Skills, Community College Biotechnology Programs, Related Community College Programs, Interests, and Education and Training. This section also includes a map of the Community College Biotechnology Centers and a contact list for all Community Colleges in California.

3. **Best Jobs in Biotechnology** gives detailed descriptions of the best jobs in biotechnology and specific information on the following jobs.

- Animal Caretaker
- Animal Technician
- Bioinformatics Specialist
- Documentation Coordinator
- Greenhouse Technician
- Greenhouse Worker
- Health and Safety Specialist
- Instrumentation/Calibration Technician
- Laboratory Assistant
- Laboratory Support Worker
- Laboratory Technician
- Manufacturing Assistant
- Manufacturing Technician
- Material Handler
- Quality Assurance Technician
- Quality Control Technician
- Research Associate
- Sales Representative
- Scientist
- Technical Service Representative

4. **Finding a Job** includes sources of up-to-date information on major biotechnology employers in California. This chapter provides information about how to find a job in this field and a list of web sites useful to job seekers in the biotechnology field.

Training in Biotechnology

California Community College Biological Technologies Initiative (Biotech Initiative)

<http://www.cccbitech.org>

The purpose of the Statewide Biological Technologies Initiative is to connect the biotech industry with a well-trained operational biotech workforce through the largest educational system in the world, the California Community Colleges.

The Biotech Initiative, led by six centers and partnering with biotechnology firms, secondary schools, universities, public agencies and associations, lays the groundwork for comprehensive educational programs to prepare the workforce for new jobs. The Biological Technologies Initiative facilitates and enables improved community college effectiveness in supporting biotechnology-related economic development in California.

The Central Coast Biotechnology Center (CCBC), one of the six centers, is located at Ventura College. Each of the centers has a center director. The Initiative also has a state director funded by a grant, which is hosted by Ventura College.

The Biotech Initiative web site, shown above, focuses on conveying information about, and resources available for, biotechnology education and training in the California Community Colleges.

Central Coast Biotechnology Center (CCBC)

<http://www.ccbcweb.net>

According to the Central Coast Biotechnology Center, the biotechnology industry is one of the fastest growing industries in California and, as such, creates a demand for qualified well-trained personnel.

The CCBC stands ready to support and advance biological technology businesses in the central coast region of California through:

- State-of-the-art training for faculty, students, and employees in regional community colleges.
- Partnerships with industry and governmental entities.
- Cooperation with other economic development agencies and educational partners.

Training and services are very affordable, easily accessible through the local community college, and readily customized to needs. Small and large businesses alike benefit from these strategies that enhance the skills of California's workforce and help assure economic growth.

The following community colleges and universities, in Ventura County, offer training in biotechnology.

VENTURA COLLEGE

<http://academic.venturacollege.edu/programs/biology/index.htm>

All certificate courses are offered in the evening hours, allowing them to be taken for enrichment by working students and allowing participation by professionals. It is recommended that Bio V31 or V32 be taken after completion of all other courses in the program. Internship opportunities may be available.

Students completing major courses receive a Certificate of Achievement in Biotechnology. Students completing major courses plus general education courses receive an Associate in Science Degree in Biotechnology.

MOORPARK COLLEGE

<http://sunny.moorparkcollege.edu/~biotech/home.html>

The Moorpark College Biotechnology Program is one of three State of California programs with a comprehensive curriculum in biomanufacturing. This specific program was designed by members of local industry (Baxter Bioscience, a division of Baxter Healthcare Corporation, and Amgen) to provide the essential technical experiences and training needed for this thriving field. The curriculum balances basic science courses with practical laboratory applications. The program also provides the training needed for employment in research and development. The training provided is current, informative, and directly meets the needs of the industry recruiting the workforce.

Moorpark College has established a biotechnology training facility on the campus of California State University, Channel Islands in Camarillo. Approximately 4,000 square feet of space has been equipped to train students in the techniques and processes used in the manufacture of therapeutic proteins.

CALIFORNIA LUTHERAN UNIVERSITY

<http://ww2.clunet.edu/admission/academics/academics.php>

California Lutheran University's Irvine Scholars Program is designed to take qualified students, interested in biotechnology, and place them on the fast track toward graduate school or professional careers. The university offers programs in Bioengineering, Biological Sciences, and Environmental Science.

CALIFORNIA STATE UNIVERSITY CHANNEL ISLANDS

<http://biology.csuci.edu/>

California State University Channel Islands offers a Bachelor of Science in Biology. Highlights of courses in the program include:

- General Biology (including botany, zoology, and marine biology)
- Cellular and Molecular Biology
- Microbiology and Immunology
- Ecology
- Biotechnology
- Bioinformatics
- Cancer Biology
- Human Genetics

Venture Coast Biotechnology Institute (VCBio)

<http://www.vcbio.org>

VCBio is a non-profit organization that sponsors educational seminars, business development, scientific outreach, and networking opportunities for professionals in the biotech industry. Their members and sponsors are leaders in science, business, education, government, and finance, representing all aspects of the local biotech community.

VCBio serves the communities surrounding the Highway101 biotech corridor from Santa Barbara to Pasadena in Southern California. Their mission is to promote the development of biotechnology by seeking to:

- Foster growth and expansion of the industry through business development.
- Provide a forum for Industry Cooperative Networking.
- Stimulate and affect Workforce Training and Continuing Education.
- Provide access to regional and national information, trends, and partners.
- Focus a voice to address regional biotechnology issues.

IMAGE CREDITS, pages 89–93:

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Introduction to Biotechnology, by William J. Thieman, Ventura College, and Michael A. Palladino, Monmouth University

Mary Pat Huxley, Director, State Biological Technologies Initiative Economic & Workforce Development Program

U.S. Department of Energy Human Genome Program; U.S. Department of Energy Genomes to Life Program <http://www.ornl.gov/hgmis>

Ventura College Central Coast Biotechnology Center (CCBC)

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